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ABSTRACT

Designed specifically for use in the Muskingum Area Joint Vocational School in Zanesville, Ohio, this high school course of study in child care services is presented as an example of an application of the instructional systems design (ISD) process. Introductory material in the guide includes general notes on the Zanesville setting, school philosophy, and list of facilities, equipment, and supplies for the program, which operates two sessions of nursery school for preschool children providing all students with laboratory experience in the preschool in addition to field experience in Zanesville city school classrooms for the senior students. In the body of the guide general instructional goals for the two-year program are stated, followed by the list of the 190 major instructional tasks to be accomplished by students. Tasks are then grouped and sequenced together for instructional purposes, and organizational strategies are discussed, e.g., laboratory organization and rotation, and coordination of laboratory job stations with individualized related class. Outlines for laboratory activities are broken down into task statements, each with parallel lists of materials/supplies, and safety notes. Outlines for related class instruction separate concepts into technical content and parallel math and science concepts. Guidelines for laboratory and class grading include evaluation criteria and performance charts for both the junior and senior program. A bibliography is appended. (JT)

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ED145241

OHIO VOCATIONAL HOME ECONOMICS JOB TRAINING

COURSE OF STUDY

CHILD CARE SERVICES
JUNIOR-SENIOR PROGRAM

MUSKINGUM AREA JOINT VOCATIONAL SCHOOL

U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
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FOREWORD

Sound courses of study are the backbone to quality vocational education programs. Courses of study provide teachers with a detailed roadmap regarding what to teach, when to teach it, and the major policy, environmental and tactical considerations that must be taken into account to insure effective and efficient instruction.

During the past year a concerted effort has been made across Ohio to stimulate the improvement of courses of study in vocational education. Intensive in-service training activities have been conducted involving state and local vocational education leadership personnel to instruct them in a systems approach to instructional design. The instructional systems design (ISD) process provides a logical and educationally sound approach to planning for and conducting vocational education programs that will result in students obtaining meaningful employment while gaining a purposeful education.

This course of study is a result of the application of the ISD process. It was developed and is being used by its authors. The document embraces those components essential to good instructional planning. It must be emphasized, however, that it is only an example; not a model that is to be universally adopted. It has been designed specifically for the school and community setting which it serves and is intended to serve only as an illustration of how the ISD process can be employed.

Vocational education in Ohio is indebted to the authors and consultants associated with the development of this course of study document. As a result of their professional involvement and contributions, vocational education continues its thrust to better serve statewide and local economic, societal and individual needs and interests.

Byrl R. Shoemaker
Director
Vocational Education

ACKNOWLEDGMENT

We wish to express our appreciation to Miss Laura Pernice, Coordinator of Job Training and Mrs. Kathy Voorhies, State Supervisor, both from the State Department of Education, Vocational Education, Home Economics Section, for their loyal support, constructive suggestions, and unlimited time reviewing and editing content.

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We wish to recognize the many hours of preliminary **typing** done for us by Mrs. Shelby Vickers.

Finally, we want to acknowledge our husbands and our children without whose support and understanding this project could not have been completed.

Mrs. Lynda S. Longbrake
Junior Instructor

Mrs. Rebecca L. Paul
Senior Instructor

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COURSE OF STUDY

Definition: A comprehensive and detailed plan showing the scope and sequence of content, and the organization and management of all instructional activities for a specific program in the curriculum. For the purposes of this document, the course of study consists of the following components:

1. Occupational Analysis

2. Objectives

    a. Program Objectives
    b. Course Objectives

3. Course Outline

    a. Combined Junior and Senior
    b. Junior Program
    c. Senior Program

4. Grouping and Sequencing of Duties and Tasks

5. Organizational Strategies

    a. Plan of Instruction
    b. Laboratory Organization
    c. Coordination of Laboratory and Related Class

6. Evaluation

OCCUPATIONAL ANALYSIS

Definition: A list of all the duties and tasks and the related technical knowledge needed to function successfully in a given occupation.

The course of study for the two-year child care services program was developed with the guidance of a child care advisory committee comprised of educators, potential employers, parents of students, and former students. This committee reviewed the occupational analysis, Nursery School Teacher Aide produced by the Instructional Materials Laboratory, Trade and Industrial Education, The Ohio State University, and the task list from Identification of Tasks in Home Economics Related Occupations: Child Care, by the Department of Home Economics, Iowa State University and the Child Care Resource Guide, Ohio State Department of Education Home Economics Section, Division of Vocational Education, Columbus, Ohio. From these sources, the advisory committee assisted in selecting the tasks for the two-year program as they related to the job opportunities available in the Muskingum Area Joint Vocational Planning District. These tasks are identified in the two-year course outline.

INTRODUCTION

Zanesville is located in the center of a vast deposit of bituminous coal in the southeastern quarter of Ohio. Besides the many large mines operating in the area, there are 150 diversified manufacturing and processing establishments furnishing employment to 48,925 people, of which 18,240 are women. There are 239 persons presently employed in licensed day care centers and homes serving the needs of working families for child care. Statistics compiled by the Vocational Division, State Department of Education, in cooperation with the Ohio Employment Bureau Services project an employment need in the coming year for nineteen new employees in the Muskingum area. On a five-year projection, the need is estimated at ninety-one employees indicating a rapid growth in the field of child care services. These figures represent only those employed in licensed day care centers and Welfare Department approved home day care mothers. The statistics do include employment available in elementary schools as teacher aides, positions as child care workers in hospitals, recreational centers, and private businesses and industry.

The Muskingum Area Joint Vocational School in Zanesville serves students from Muskingum, Guernsey, and Noble Counties and one-half of Perry County. There are twenty-nine types of vocational programs in the Vocational Education Planning District enrolling approximately 1,000 students.

The Child Care Services unit accounts for two of the seven Home Economics Job Training units in the district. The program operates two sessions of nursery school for preschool children; a morning session for three year olds and an afternoon session for four year olds. Each session maintains an enrollment of twenty children.

Junior students receive laboratory experience through the morning preschool. Seniors, in addition to operating the afternoon preschool, receive field experience in classrooms in the Zanesville City School District.

PHILOSOPHY

SCHOOL PHILOSOPHY: MUSKINGUM AREA JOINT VOCATIONAL SCHOOL DISTRICT

The Muskingum Area Joint Vocational School District Board of Education and staff members believe that the school is society's agency for furnishing conditions conducive to learning. The school is primarily the responsibility of the local community which should provide for its own to the best of its ability and resources. This should include well-qualified and alert teachers, a rich supply of materials for instruction, a good physical plant, and school policies for continued growth.

We believe that our schools should include the three phases in their objectives:

1. To provide a preparation for vocational participation based on a sound foundation for each pupil in the tool subjects common to the needs of all and specialization within the range of the pupil's interests and abilities.

2. To promote good citizenship with the pupils knowing and accepting the responsibilities as well as the priviledges, to place emphasis on respect for authority and development of desirable attitudes.

3. To stimulate pupils to live up to the highest in them, morally and ethically.

PROGRAM PHILOSOPHY: CHILD CARE SERVICES

Children are America's greatest resource. As more women enter the world of work, parents are becoming aware of the importance of leaving their children with persons trained in child care.

In 1970 the State of Ohio enacted a day care licensing law that set standards for programs for young children. This support for improving competencies in child care has led to an increased demand for trained personnel. To meet local needs, Muskingum Area Joint Vocational School provides instruction to students in skills and knowledge needed for employment in child care careers through a nursery school operation with four year olds in the junior year, three year olds in the senior year combined with additional field experience in the senior year in classroom sites in the Zanesville School District.

We believe that the purpose of the child care service program is to provide each student on graduation with skills and attitudes basic to gaining employment in the care of children. To this end, an advisory committee has been used to assess local needs and to identify course content. Lessons have been planned to help students acquire basic knowledge about the growth and development, needs, behavior and guidance of children, and laboratory experiences have been organized to provide opportunities to practice identified competencies required of child care personnel.

FACILITIES

CAMPUS FACILITIES: JUNIOR AND SENIOR PROGRAM

The in-school facility for the child care program is located in the southwest corner of the main vocational building. The laboratory floor plan includes the overall dimensions of specific areas with the laboratory, and adjacent classroom areas. Facilities were planned in order for students to have experiences in observation, indoor and outdoor play and readiness programs for kindergarten and primary school. The layout was designed to meet Ohio Welfare Day Care licensing standards.

OFF-CAMPUS FACILITIES: SENIOR PROGRAM

The second year of the program utilizes resource classrooms within the Zanesville City Schools. These facilities are categorized as follows:

A. Regular Elementary Classrooms

Zanesville City School District provides us with elementary classroom settings, grades 1-6, in schools closely situated to the Joint Vocational School. The classrooms utilized by the program are well maintained and equipped.

B. Special Needs Elementary Classrooms

There are several special needs classrooms within the district. They are as follows:

1. Pioneer School (Hearing Impaired)

Located in downtown Zanesville, Pioneer School houses the major part of the comprehensive program for hearing impaired children in southeastern Ohio. Classrooms for preschool through grade six and a hearing laboratory are located in the building. Group hearing equipment is provided in each class.

2. Sunshine School (Orthopedically Impaired)

The two orthopedic classes are located at Wilson Elementary School. A large divided room houses both primary and intermediate levels. Special restroom facilities, a physical therapy room and additional special equipment is provided for the ease and comfort of the children.

3. McIntire School (Visually Impaired)

At the present time there is one class for children with severe problems. The room has special lighting to reduce glare. It is spacious and well-equipped with learning centers. All visual materials are in large print. Special materials and equipment are utilized to overcome the perception problems children experience.

4. McIntire School (Learning Disabilities)

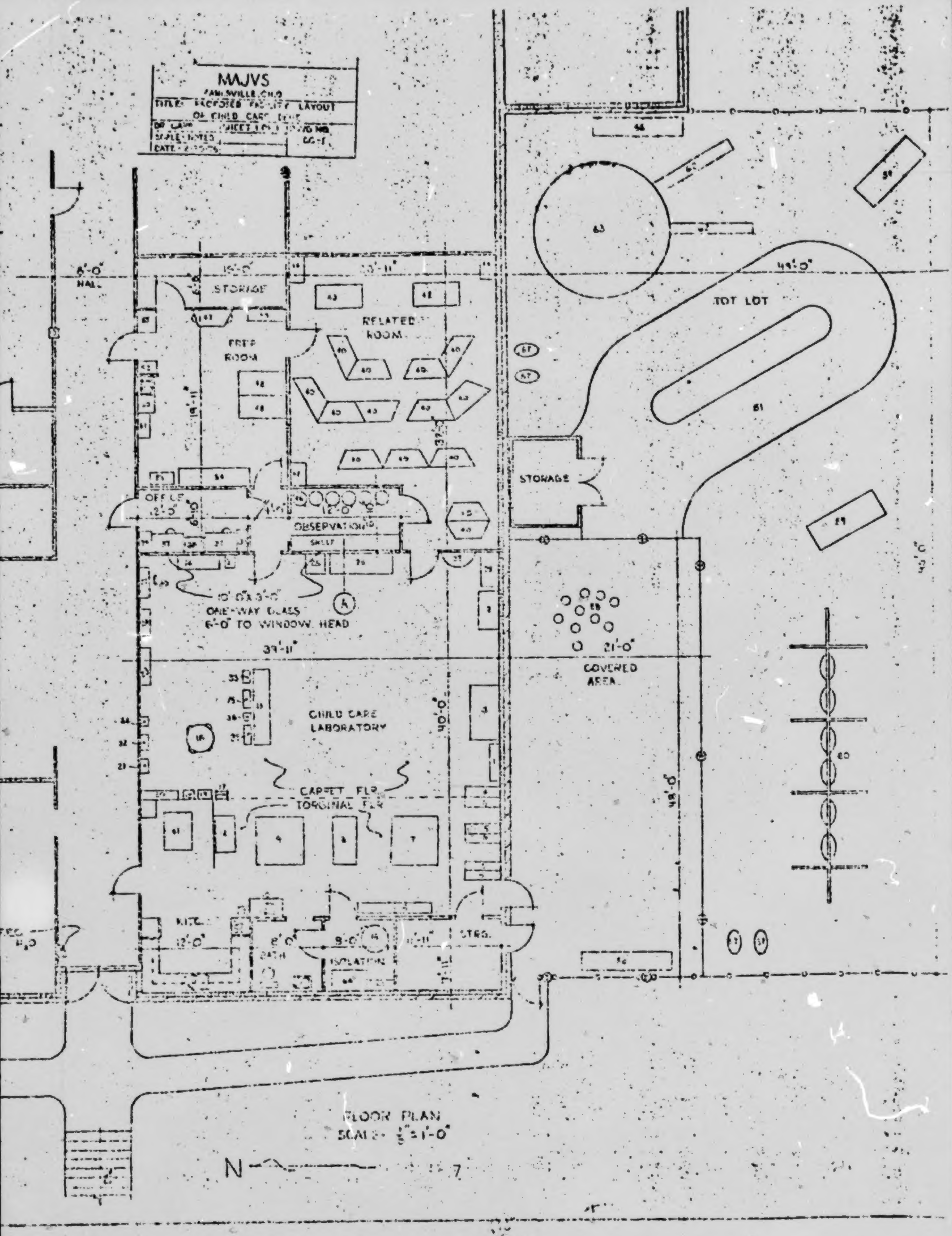
The classes designed for children with specific learning disabilities incorporate a variety of equipment. Special screens or carels are provided to help reduce distractions. Equipment is provided for enhancing large and small motor control including tumbling mats, balancing aids, and a trampoline. Use of color has been strategically planned.

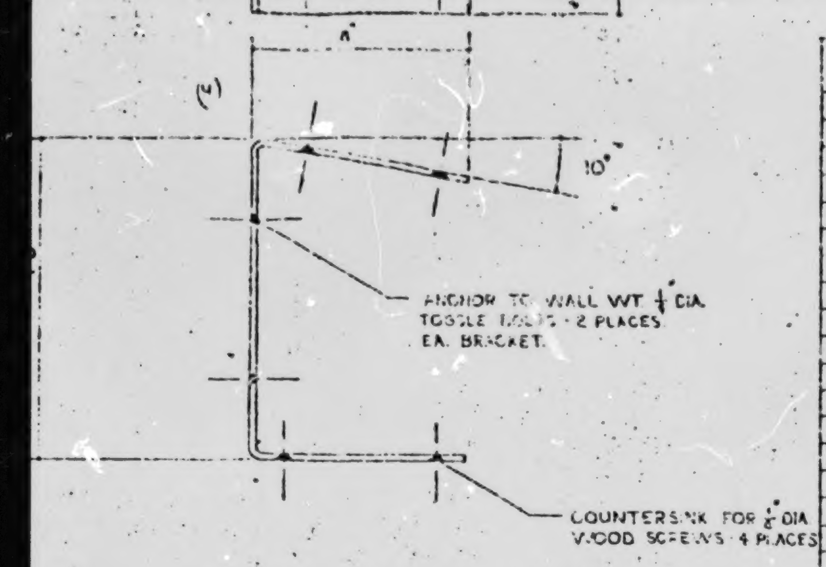
5. McIntire and McKinely Schools

These classrooms are similar to the regular elementary classrooms. Special materials are used depending on the children's needs.

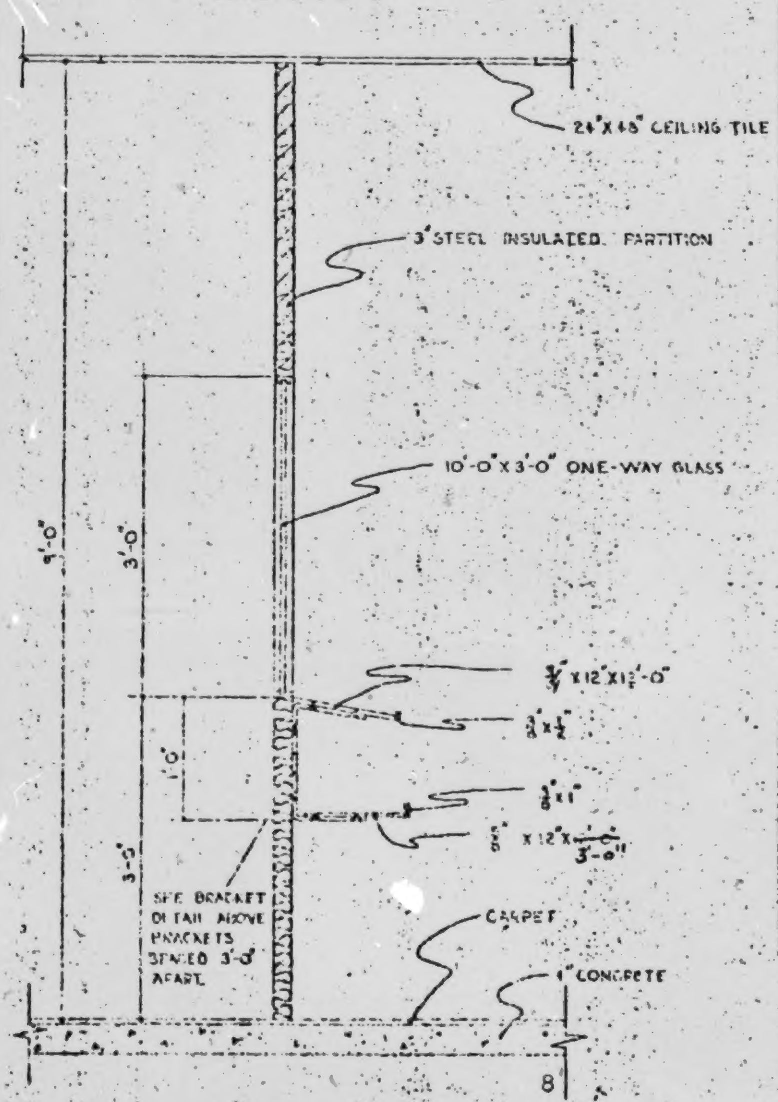
C. INFANT CARE CENTER

The Family Life Education program located on the Muskingum campus provides the facility for the infant care portion of child care services. The large well-equipped room adjacent to the classroom for mothers contains equipment for changing diapers as well as cribs, playpens, a large carpeted crawling space and special low tables designed for older infants and toddlers.


MAJVS
ZANESVILLE, OHIO
TITLE: PROPOSED FACILITY LAYOUT OF CHILD CARE UNIT
DR CAW
SHEET 1 OF 1
DWG NO. CG-1
SCALE: NOTED
DATE:
8'-0"
HALL
15'-0"
STORAGE
20'-11"
RELATED ROOM
PREP ROOM
19'-11"
37'-5"
OFFICE
12'-0"
6'-0"
12'-0"
OBSERVATION
SHELF
10'-0" X 3'-0"
ONE-WAY GLASS
6'-0" TO WINDOW HEAD
39'-11"
CHILD CARE LABORATORY
40'-0"
CARPET FLR.
ORIGINAL FLR.
KITCH.
12'-0"
8'-0"
BATH
9'-0"
ISOLATION
11'-11"
STRG.
11'-11"
STORAGE
TOT LOT
49'-0"
21'-0"
COVERED AREA
48'-0"
FLOOR PLAN
SCALE: 1/8"=1'-0"
N


(4)
10"
ANCHOR TO WALL WT ¼" DIA. TOGGLE BOLTS - 2 PLACES EA. BRACKET.
COUNTERSINK FOR ⅛" DIA. WOOD SCREWS - 4 PLACES

BRACKET DETAIL - 5 REQ'D
SCALE - 3 = 1'-0"


24"X48" CEILING TILE
3" STEEL INSULATED PARTITION
10'-0" X 3'-0" ONE-WAY GLASS
9'-0"
3'-0"
¾" X 12" X 12'-0"
⅜" X ½"
1'-0"
⅜" X 1"
⅝" X 12" X 3'-0"
3'-5"
SEE BRACKET DETAIL ABOVE BRACKETS SPACED 3'-0" APART.
CARPET
4" CONCRETE
8

SECTION A
SCALE - 1" = 1'-0"

70-40

NO	EQUIPMENT FACILITIES
1	BLOCK SHELF
2	CARPENTERS TABLE
3	BLOCK STACK
4	TOY SHELF
5	LOCKERS
6	ART SHELF
7	TABLE
8	TABLE
9	TABLE
10	ART SINK
11	WATER FOUNTAIN
12	SAND AND WATER TABLE
13	TABLE TOY SHELF
14	CHILDRENS BOOK SHELF
15	DOLL BED
16	TABLES
17	MIRROR
18	REFRIGERATOR
19	CUP BOARD
20	CLOTHES SHELF
21	STOVE
22	SINK
23	DOLL SHELF
24	RABBIT CAGE
25	RECORD PLAYER TABLE
26	SPECIAL ASSIGNMENT TABLE
27	PIANO
28	ROCKING BOAT
29	BARREL
30	PIANO BENCH
31	HASSOCK
32	IRONING BOARD
33	DOLL CARRIAGE
34	BROOM RACK
35	COAT RACK
36	DOLL HIGH CHAIR
37	DESK
38	TYPEWRITTER TABLE
39	FILING CABINET
40	CLASS ROOM TABLE
41	ART PAPER TABLE
42	TEACHERS DESK
43	TEACHERS DESK
44	BOOK SHELVES
45	FILING CABINETS
46	STOOLS
47	BOOK SHELF
48	TABLES IN PROJECT ROOM
49	GAME SHELF
50	SINK AND CABINETS
51	PROJECTOR STAND
52	ART SHELF
53	BOOK CABINET
54	BASE CABINET
55	STORAGE CABINET
56	BENCH
57	ROCKING ANIMALS
58	TREE STUMP SEATS
59	PIPE TUNNEL
60	SWINGS
61	[illegible] TRACK
62	[illegible]
63	[illegible]
64	COT

EQUIPMENT AND SUPPLIES

The following is an inventory of the equipment and supplies maintained for the child care program. Items are grouped by activity areas. For the purpose of this inventory, items that cost $25. or above are identified as equipment; those that cost less than $25. are classified as supplies.

Supplies are replenished through fees charged families of the nursery school children and a budget provided by the Muskingum J.V.S. The Joint Vocational School also provides the program with a budget to replace old equipment and add new.

INVENTORY

Activity Area	Item	Quantity
STORY AREA		
Equipment		
	Divider Screens	6
	Wooden Bookshelf	1
	Puppet Stage	1
Supplies		
	Flannel Board	2
	Books	100
CREATIVE ARTS AREA		
Equipment		
	Children's Long Table	5
	Wooden Art Paper Shelf	2
	Easels	2
	Craft Shelves	2
	Roll Paper Cutter	1
Supplies		
	Pairs Nursery School Scissors	6
	Paint Rack	1
	Waterproof Smocks	20
	Children's Plastic Chairs	29
ACTIVE PLAY AREA - Inside and Out		
Equipment		
	Saddlemate (cow)	1
	Saddlemate (duck)	1
	Saddlemate (chicken)	1
	Saddlemate (rabbit)	1
	Set Swings	1
	Castle Glide Unit	1
	Variplay Gym and Slide	1
	Large 16" Tricycle	4
Supplies		
	Small 12" Tricycle	3
	Short Cleated Boards	3
	Long Cleated Boards	3
	Large Triangles	2
	Aluminum Horses	2
	Large Playballs	1
	Small Playballs	1
	Red Sand Buckets	4
	Printed Sand Bucket	1
	Shovels	4
	Large Wagon	1
	Small Wagon	1
	English Garden Set	1

Activity Area	Item	Quantity
HOUSEKEEPING AREA		
Equipment	Children's Sink	1
	Children's Stove	1
	Children's Refrigerator	1
	Children's Cupboard	1
	Baby Bed	1
	Baby Buggy	1
	Round Tables	2
	Low Storage Shelves on Castors	2
Supplies	Wooden and Metal Chairs	4
	Dolls: 4- White, 2- Black	6
	Set Rubber Animals	2
	Children's Mirror	1
	Children's Ironing Board	1
	Children's Rocking Chair	1
	Set Rubber People	1
	Tea Set	1
	Baking Set	1
	Puppets	8
	Pillsbury Dough Boy	1
	Housekeeping Set	1
	Dress Me Doll	2
	High Chair	1
ROUTINES, ARRIVAL, DEPARTURE, BATHROOM, REST AREAS		
Equipment	Coat Lockers	4
	Skinny Mini Washer Dryer	1
	Cot Dollies	2
	Coat Rack	1
Supplies	Saran Covered Cots	12
NATURE-SCIENCE AREA		
Equipment	Sand Table and Cover	1
Supplies	Horseshoe Magnet	1
	Set Sea Shells	1
	Set Rocks	1
	Giant Magnifier	1
	Stethoscope	1
	Toy Globe	1
	Hand Magnifier	1
	Color Guide	1

Activity Area	Item	Quantity
MUSIC AREA		
Equipment		
	Record Player	1
	Piano and Bench	1
Supplies		
	Brass Record Rack	1
	Rhythm Sticks	11
	Tambourines	7
	Triangle and Striker	4
	Tone Blocks	1
	Sets Shakers	10
	Pairs Cymbals	3
	Records	30
BLOCK AREA		
Equipment	Barrel	1
	Wooden Boat	1
	Wooden Toy Shelf	1
	Wheel Barrow	1
	Set of Wooden Blocks	2
	Workbench And Tools	1
	Large Floor Train	1
	Variplay Boxes	3
	Large Trucks	9
	Tractor and Trailer	1
	Transportation Fleets	4
Supplies		
	Tracks and Trains	
TABLE ACTIVITIES AREA		
Equipment		
	Toy Shelves	2
Supplies		
	Set String Beads	1
	Set 2 Piece Puzzles	3
	Shape Sorting Box	1
	Number Puzzle Sorter	1
	Rubber Puzzle	1
	Set Snap Blocks	1
	Sets Landscape Pegboard	5
	Set Large Nuts and Bolts	1
	Stacking Ring	1
	Set Picture Dominoes	1
	Set Matching Faces	1
	Set Rig-A-Gigs	1

Activity Area	Item	Quantity
	Playskool Hammer-Nail Sets	4
	Puzzles	23
	Set Tinker Toys	1
	Playskool Mail Box	1
	Puzzle Racks	3
	Set Rising Tower	1
RELATED CLASSROOM		
Equipment	Student Chairs, Yellow	23
	Classroom Tables with Walnut Tops	13
	Teachers Desk	1
	Teachers Chair	1
	Coat Rack	1
	Steel Book Cases	2
	Steel Filing Cabinets	3
Supplies	Flag Pole and Flag	1
	Podium	1
STUDENT WORKROOM		
Equipment	Blond Activity Tables	4
	Orange Chairs and Racks	9
	Wooden Book Cabinet	1
	Large Paper Storage Case	1
	Typewriters	2
Supplies	Storage Shelf	1
TEACHER'S OFFICE		
Equipment	Teacher Desk	2
	Desk Chairs	2
	Typewriter	1
	Typing Table	1
	Filing Cabinet	2
	Bookshelf	2

Activity Area	Item	Quantity
OBSERVATION AREA		
Equipment		
	Speaker	1
	Amplifier	1
Supplies		
	Oak Stools	8
FOOD PREPARATION AREA		
Equipment		
	Electric Range	1
	Refrigerator	1
	Mobile Kitchen Cart	1
	Food Grinder	1
	Table	1
	Chairs with Backs	4
Supplies		
	Sauce Pans	2
	Dessert Bowls	0
	Custard Cups	14
	Trays	26
	Platters	2
	Cookie Sheets	2
	Pair Tongs	1
	Muffin Pans	3
	Cake Pans	3
	Table Spoons	10
	Butter Knives	15
	Spatulas	2
	Ladle	1
	Large Fork	1
	Cutting Board	1
	Dish Towels	24
	Dish Cloths	12
	Crater	2
	Cannister Set	1
	Set Mixing Bowl	1
	Large Wooden Spoons	2
	Set Cookie Cutters	1
	Juice Grinder	1
	Ice Cream Dipper	2
	Loaf Pan	2
	Screw Can Opener	1
	Pressure Can and Bottle Opener	2
	Vegetable Peelers	2
	Small Square Cake Pan	1
	Kitchen Scissors	1
	Large Potato Masher	1

Activity Area	Item	Quantity
	Spoons	3 doz.
	Silverware Divider	1
	Pot-holders	3
	Serving Bowls	4
	4 oz. Glasses	24
	Rubbermaid Storage Containers	2
	Salt and Pepper	6
	Pastry Brush	1
	Emergency First Aid Kit	1
	Oral Thermometer	1
	Cooling Racks	2
	Wire Whip	1
	Pastry Blender	1
	Sets Measuring Spoons	2
	Hand Beater	1
	Rolling Pin	1
	Large Knives-1 Broad and 1 Butcher	
	Utility Knives	2
	Large Serving Spoons	2
	Turner	1
	Strainer	1
	Pie Pans	3
	Trash Baskets	3
	Sets Maryanne Measuring Cups	2
	Liquid Measuring Cups	2
	Pyrex Casseroles	2
	Tupperware Pitchers	2
	Sifter	1
	Funnel	2
	Pressure Cooker	1
	Double Boiler	1

PROGRAM OBJECTIVES

Definition: Statement of the general instructional goals for the two-year junior-senior program.

CHILD CARE SERVICES

Objectives for the Two-Year Program

1. Students will perform by graduation a total of 190 tasks in five major categories: 1. Nursery School Teacher Aide; 2. Elementary Teacher Aide; 3. Infant Care Aide; 4. Exceptional Child Program Aide; and 5 Nursery School Teacher at 80% proficiency in accordance with procedures described in the evaluation section, p. 261.

2. Students will demonstrate the ability to apply knowledge of child growth and dvelopment, principles of behavioral and physical science and communication skill as they observe children and accomplish tasks within the laboratory and on field experience sites.

3. Students will demonstrate appropriate techniques and attitudes in working with children both as an individual and as a member of a group.

4. Students will demonstrate punctuality and regular attendance on the job as a result of experiences acquired through the instructional program.

5. Students will have the opportunity to develop leadership skills through experiences in the student organization, FHA/HERO.

COURSE OUTLINE

Definition: A listing of the major instructional tasks of the two-year junior-senior program.

COURSE OUTLINE
CHILD CARE SERVICES

Junior-Senior Program

The following is a combined listing of the 190 tasks taught in the two year sequence of the child care program.

TASKS: JUNIOR AND SENIOR CHILD CARE SERVICES

1. Set up a manipulative activity center with supplies and equipment.
2. Supervise manipulative activities
3. Clean supplies and equipment
4. Repair manipulative equipment
5. Store manipulative supplies and equipment
6. Set up active play area with supplies and equipment
7. Conduct and supervise activities to develop large muscles
8. Store supplies and equipment
9. Set up supplies for flatwork -- drawing, coloring, painting, and printing.
10. Make water and soap based paints
11. Make starch based paints
12. Make fixatives
13. Show the initial use of tools and media for coloring
14. Show the initial use of tools and media for painting
15. Show the initial use of tools and media for printing
16. Make modeling doughs and clays, water, oil base
17. Set up on area for modeling with supplies and equipment
18. Show the initial use of tools and modeling materials
19. Store media supplies and equipment
20. Conduct a 3-dimensional art project

Tasks-continued

21. Make simple pastes
22. Show the initial use of supplies and tools
23. Clean tools, equipment and area
24. Set up a sand and water area with supplies and equipment
25. Conduct a math activity using sand and/or water
26. Conduct a science activity with sand and/or water
27. Supervise sand and water play
28. Clean up sand and water area
29. Repair tools and equipment
30. Set up block area with supplies and equipment
31. Conduct and supervise block area activities
32. Clean equipment, supplies and block area
33. Store supplies, equipment and blocks
34. Set up a carpentry area with supplies, equipment and tools
35. Conduct wood working activities
36. Show the initial use of tools, equipment and carpentry supplies
37. Supervise carpentry activities
38. Set up a housekeeping area with props, supplies and equipment
39. Conduct and supervise dramatic play activities
40. Clean supplies and equipment and housekeeping area
41. Set up a language are with supplies and equipment
42. Talk with children
43. Correct errors in grammar and/or pronounciation
44. Conduct language activities (planned, spontaneous)
45. Set up a literature area with supplies and equipment
46. Tell stories, prose, poems, rhymes
47. Tell a story with pictures, books, magazines, art work, photographs

Tasks-continued

48. Tell a story with projecting devices
49. Tell a story with puppets
50. Tell a story with a flannel board
51. Tell a story using a chalkboard
52. Tell a story accompanied by children
53. Read a story, prose, poem, rhyme
54. Set up a music area with instruments and equipment
55. Show the initial use of percussion instruments
56. Show the initial use of string instruments
57. Lead children in a musical listening activity
58. Lead children in singing simple songs
59. Lead children in singing and chanting games
60. Lead children in action songs
61. Lead children in musical drama or mime
62. Clean instruments, equipment and musical area
63. Repair instruments and equipment
64. Store instruments and equipment
65. Set up a science area with supplies and equipment
66. Conduct a science activity about animals
67. Conduct a science activity about plants
68. Conduct a science activity about earth
69. Conduct a science activity about water
70. Conduct a science activity about heat
71. Conduct a physics activity about tool use
72. Conduct chemistry activity
73. Set up math area with supplies and equipment
74. Conduct a counting activity

Tasks-continued

75. Conduct a number symbol activity
76. Conduct a math activity with sets
77. Conduct an activity about plus
78. Conduct an activity about more than or less than
79. Conduct an activity about times
80. Conduct an activity about geometric shapes
81. Conduct an activity in measuring
82. Greet children upon arrival
83. Assist with health check
84. Isolate sick child
85. Keep attendance records
86. Help child dress or undress
87. Help child enter activities
88. Dismiss child to parent or guardian
89. Treat minor injuries
90. Collect personal health data for child
91. Conduct health activity on washing and bathing
92. Conduct a health activity on dental care
93. Conduct a health activity on preventing spread of respiratory infections
94. Supervise children in emergency evacuation from room
95. Stock the restroom with supplies
96. Show child initial toilet routines
97. Show child how to operate clothing fasteners
98. Conduct a personal hygiene activity using the restroom facilities
99. Sanitize the restroom and fixtures
100. Store restroom equipment and supplies
101. Stock kitchen with supplies

Tasks-continued

102. Practice habits of personal hygiene
103. Prepare food for children
104. Set up the eating area
105. Serve the food to children
106. Eat with children
107. Conduct an activity with food marking a special observance, holiday, or custom
108. Conduct a cooking activity with children
109. Store food
110. Sanitize kitchen equipment, utensils and eating area
111. Set up area for rest
112. Conduct a naptime quiet activity
113. Plan and develop a weekly theme for the nursery school
114. Write major objectives for the week
115. Plan and prepare nursery school schedule
116. Plan the food for the week
117. Plan individual and group activities based upon theme
118. Prepare visual aids to be used with the theme
119. Plan and assemble all supplies and equipment
120. Plan for use of large equipment and its storage
121. Set up play areas in the nursery school to accomplish the objectives
122. Prepare correspondence to go home to parents regarding children's activities
123. Supervise nursery school assistants
124. Bathe infants
125. Clothe infants
126. Change infants diapers
127. Feed infants

Tasks-continued

128. Prepare formulas

129. Prepare the environment for safe use

    a. crib area
    b. crawling area
    c. dressing-bathing area
    d. feeding area

130. Clean and sanitize supplies and equipment used by or for infants

131. Store supplies and equipment used by or for infants

132. Talk with infant to stimulate vocalization

133. Select toys and experiences to stimulate infant vocalization

134. Select toys and experiences to stimulate the infant to touch and feel

135. Make home-made toys from simple patterns and toys

136. Assist older infants with self-help skills

    a. toileting
    b. eating
    c. walking

137. Conduct routine classroom activities

138. Distribute and collect lesson materials

139. Check to see that children are following directions

140. Tell or read stories appropriate for elementary school children

141. Listen to children read

142. Help elementary school children with alphabet and word attack skills

143. Help elementary school children with the basic writing skills

144. Help elementary school children with counting and basic math computations

145. Care for a small group of elementary children while the teacher is busy with other children in another activity

Tasks-continued

146. Tutor individual elementary school children

147. Help elementary school children learn to use machines designed for individual instruction

148. Supervise clean-up chores

149. Assist elementary school children with dressing difficulties

150. Help supervise recess

151. Help organize, supervise, or referee educational or recreational games.

152. Help elementary school children use toys, games, or play equipment

153. Settle quarrels during play

154. Model and emphasize acceptable conduct

155. Assist teacher on field trips

156. Operate filmstrip projectors, 16mm projectors, tape recorders, and individual viewers

157. Set up machines designed for individual instruction

158. Gather supplemental books and materials for teacher and class

159. Display children's work

160 Make visual aids

161. Prepare materials for art, science, and special projects appropriate for elementary school children

162. Run errands for the teacher

163. Type and duplicate instructional materials

164. Help check elementary school children's work

165. Collect milk, lunch, movie, picture, and other minor monies

166. Check out books, supplies, recreational, and special equipment

167. Observe and write descriptions of exceptional children

168. Assist exceptional children with alphabet and word attack skills

Tasks-continued

169. Assist exceptional children with basic number concepts

170. Read to exceptional children

171. Help reduce the number of auditory and visual distractions in the classroom

172. Redirect children to appropriate activities within the classroom and playground

173. Assist exceptional children with activities to increase attention span

174. Assist exceptional children with activities to improve small muscle coordination

175. Assist exceptional children with musical activities

176. Assist exceptional children with science activities

177. Utilize equipment to assist exceptional children with large motor skills

178. Assist exceptional children with games

179. Assist exceptional children with self dressing skills

180. Assist exceptional children with toileting needs

181. Assist exceptional children with eating

182. Help maintain appearance of the classroom

183. Plan field trip

184. Conduct field trip

185. Coordinate activities according to daily laboratory schedule

186. Assist other teachers as needed

187. Report problems to instructor

188. Talk with children about the date and weather

189. Plan an activity about date and weather

190. Direct show and tell time for children

COURSE OUTLINE

Definition: Outline of the major instructional duties and tasks of the Junior Program

COURSE OUTLINE

Junior Program

The following are the 146 tasks of the Junior Child Care Services Nursery School Teacher Aide Program identified by 22 duty areas:

Duty: Supervise Children in Table Activities Area

Tasks:

1. Supervise manipulative activities
2. Repair manipulative equipment
3. Set up a manipulative activity center with supplies and equipment
4. Store manipulative supplies and equipment
5. Clean supplies and equipment

Duty: Supervise Children in Active Play Areas

Tasks:

1. Conduct and supervise specific activities to develop large muscles
2. Clean supplies and equipment
3. Set up active play area with supplies and equipment
4. Store supplies and equipment
5. Repair equipment

Duty: Supervise Children in Creative Arts Area-Flatwork

Tasks:

1. Make starch base paints
2. Show the initial use of tools and media for coloring
3. Make fixatives
4. Make water and soap base paints
5. Store supplies and equipment
6. Clean supplies and equipment
7. Show the initial use of tools and media for painting
8. Show the initial use of tools and media for printing
9. Set up supplies for flatwork—drawing, coloring, painting and printing

Duty: Supervise Children in Creative Arts Area-Modeling

Tasks:

1. Show the initial use of tools and modeling materials
2. Store media supplies and equipment
3. Set up an area for modeling with supplies and equipment
4. Clean equipment and area
5. Make modeling doughs and clays, water, oil base

Duty: Supervise Children in Creative Arts -- 3-Dimensional

Tasks:

1. Conduct a 3-dimensional art project
2. Store supplies, tools and equipment
3. Show the initial use of supplies and tools
4. Clean tools, equipment and area
5. Make simple pastes
6. Set up area with supplies and equipment

Duty: Supervise Children in Sand or Water Area

Tasks:

1. Repair tools and equipment
2. Store tools and equipment
3. Set up a sand and water area with supplies and equipment
4. Conduct a science activity with sand and/or water
5. Supervise sand and water play
6. Clean up sand and water area
7. Conduct a math activity using sand and/or water

Duty: Supervise Children in Block Area

Tasks:

1. Clean equipment supplies and blocks
2. Set up block area with supplies and equipment
3. Conduct and supervise block area activities
4. Store supplies, equipment and blocks

Duty: Supervise Children in Carpentry Activities

Tasks:

1. Show the initial use of tools, equipment and carpentry supplies
2. Set up a carpentry area with supplies, equipment and tools
3. Repair tools and equipment
4. Conduct wood working activities
5. Supervise carpentry activities
6. Store supplies and equipment
7. Clean tools, area and equipment

Duty: Supervise Children in Housekeeping Area

Tasks:

1. Conduct dramatic play activity
2. Store supplies, tools and equipment
3. Set up a housekeeping area with props, supplies and equipment
4. Clean supplies and equipment area

Duty : Supervise Children in Language Activities

Tasks:

1. Repair supplies and equipment
2. Store supplies and equipment
3. Clean equipment and supplies
4. Correct errors in grammar and/or prounciation
5. Set up a language area with supplies and equipment
6. Conduct language activities (planned, spontaneous)
7. Talk with children

Duty: Supervise Children in Literature Activities

Tasks:

1. Tell a story with a flannel board
2. Set up a literature area with supplies and equipment
3. Clean supplies, equipment and area
4. Tell a story with pictures, books, magazines, art work and photographs
5. Tell stories, prose, poem, rhyme
6. Store supplies and equipment
7. Repair supplies and equipment
8. Tell a story with projecting devices
9. Tell a story with chalkboard
10. Tell a story accompanied by children
11. Read a story, prose, poem, rhyme
12. Tell a story with puppets

Duty: Supervise or Direct Children in Musical Activities

Tasks:

1. Lead children in singing and chanting games
2. Lead children in a musical listening activity
3. Show the initial use of string instruments
4. Lead children in musical drama or mime
5. Store instruments and equipment
6. Repair instruments and equipment
7. Set up a music area with instruments and equipment
8. Lead children in singing simple songs
9. Lead children in action songs
10. Clean instruments, equipment and musical area
11. Show the initial use of percussion instruments

Duty: Supervise Children in Science Experiences

Tasks:

1. Conduct a science activity about earth
2. Clean supplies, equipment and area
3. Set up a science area with supplies and equipment
4. Store supplies and equipment
5. Conduct a physics activity about tool use
6. Conduct a science activity about animals
7. Conduct a science activity about water
8. Conduct chemistry activity
9. Conduct a science activity about plants
10. Conduct a science activity about heat

Duty: Supervise Children in Pre-Math Experiences

Tasks:

1. Conduct an activity in measuring
2. Set up math area with supplies and equipment
3. Conduct an activity about more than or less than
4. Store supplies and equipment
5. Conduct a counting activity
6. Conduct an activity about geometric shapes
7. Conduct an activity about times
8. Conduct a math activity with sets
9. Conduct a number symbol activity
10. Conduct an activity about plus
11. Clean supplies, equipment and area
12. Repair supplies and equipment

Duty: Assist Children with Arrival and Departure

Tasks:

1. Help child dress or undress
2. Greet children upon arrival
3. Keep attendance records
4. Assist with health check
5. Dismiss child to parent or guardian
6. Help child enter activities
7. Isolate sick child

Duty: Assist with Health Care of Children

Tasks:

1. Treat minor injuries
2. Conduct a health activity on preventing spread of respiratory infections
3. Supervise children in emergency evacuation from room

Tasks continued

4. Collect personal health data for child
5. Conduct a health activity on dental care
6. Conduct health activity on washing and bathing

Duty: Assist Children with Toileting

Tasks:

1. Sanitize the restroom and fixtures
2. Conduct a personal hygiene activity in using the restroom
3. Stock the restroom with supplies
4. Store equipment and supplies
5. Show child initial toilet routines
6. Show child how to operate clothing fasteners

Duty: Supervise Food Activities for Children

Tasks:

1. Store Food
2. Practice habits of personal hygiene
3. Eat with children
4. Store supplies and equipment
5. Sanitize equipment, utensils and area
6. Conduct an activity with food marking a special observance, holiday or custom
7. Stock kitchen with supplies
8. Set up the eating area
9. Conduct a cooking activity with children
10. Serve the food to children
11. Prepare food for children

Duty: Supervise Childrens Rest

Tasks:

1. Clean supplies, equipment and rest area
2. Set up area for rest
3. Conduct a naptime quiet activity
4. Store equipment and supplies

Duty: Assist with Field Trips

Tasks:

1. Plan field trip
2. Conduct field trip

Duty: Supervise Operation of the Nursery School Schedule

Tasks:

1. Assist other teachers as needed
2. Report problems to the instructor
3. Coordinate activities according to daily laboratory schedule

Duty: Conduct Group Time with Children

Tasks:

1. Talk with children about the date and weather
2. Plan an activity about date and weather
3. Direct show and tell time for children

GROUPING AND SEQUENCING

Grouping: Series of duties and task grouped together and organized for instructional purposes

Sequencing: Arrangement of **tasks** into the most appropriate order for efficient and effective learning. Sequence may be by 1) order of first need, 2) most basic, 3) simple to complex.

JOB STATIONS

Junior Program

The 22 duties of the junior program have been grouped into the following job stations. The tasks for each duty have been sequenced in logical order of first need. However, in actual laboratory practice many tasks may occur simultaneously. Rotation schedules determine the order in which students will practice the tasks for a particular duty.

Job Station: ART AREA

Duty: Supervise Children in Creative Arts Area-Flatwork

Tasks:

1. Set up supplies for flatwork -- drawing, coloring, painting, and printing
2. Make water and soap base paints
3. Make starch base paints
4. Make fixatives
5. Show the initial use of tools and media for coloring
6. Show the initial use of tools and media for painting
7. Show the initial use of tools and media for printing
8. Clean supplies and equipment
9. Store supplies and equipment

Duty: Supervise Children in Creative Arts Area-Modeling

Tasks:

1. Make modeling doughs and clays, water, oil base
2. Set up on area for modeling with supplies and equipment
3. Show the initial use of tools and modeling materials
4. Clean equipment and area
5. Store media supplies and equipment

Duty: Supervise Children in Creative Arts -- 3-Dimensional

Tasks:

1. Set up area with supplies and equipment
2. Conduct a 3-dimensional project
3. Make simple pastes
4. Show the initial use of supplies and tools
5. Clean tools, equipment and area
6. Store supplies, tools and equipment

Duty: Supervise Children in Active Play Areas

Tasks:

1. Set up active play area with supplies and equipment
2. Conduct and supervise specific activities to develop large muscles
3. Clean supplies and equipment
4. Repair equipment
5. Store supplies and equipment

Job Station: TABLE ACTIVITIES AREA

Duty: Supervise Children in Table Activities Area

Tasks:

1. Set up a manipulative activity center with supplies and equipment
2. Supervise manipulative activities
3. Clean supplies and equipment
4. Repair manipulative equipment
5. Store manipulative supplies and equipment

Duty: Supervise Children in Sand or Water Area

Tasks:

1. Set up a sand and water area with supplies and equipment
2. Conduct a math activity using sand and/or water
3. Conduct a science activity with sand and/or water
4. Supervise sand and water play
5. Clean up sand and water area
6. Store tools and equipment
7. Repair tools and equipment

Duty: Assist Children with Toileting

Tasks:

1. Stock the restroom with supplies.
2. Show child initial toilet routines
3. Show child how to operate clothing fasteners
4. Conduct personal hygiene activity using the restroom facilities
5. Sanitize the restroom and fixtures
6. Store restroom equipment and supplies

Job Station: MUSIC AREA

Duty: Supervise or Direct Children in Musical Activities

Tasks:

1. Set up a music area with instruments and equipment
2. Show the initial use of percussion instruments
3. Show the initial use of string instruments
4. Lead children in a musical listening activity
5. Lead children in singing simple songs
6. Lead children in singing and chanting games
7. Lead children in action songs
8. Lead children in musical dramas or mime
9. Clean instruments, equipments and musical area
10. Repair instruments and equipment
11. Store instruments and equipment

Duty: Supervise Children in Carpentry Activities

Tasks:

1. Set up a carpentry area with supplies, equipment and tools
2. Conduct wood working activities
3. Show the initial use of tools, equipment and carpentry supplies
4. Supervise carpentry activities
5. Clean tools, area and equipment
6. Repair tools and equipment
7. Store supplies and equipment

Job Station: STORIES A
STORIES B

Duty: Supervise Children in Language Activities

Tasks:

1. Set up a language area with supplies and equipment
2. Talk with children
3. Correct errors in grammar and/or pronunciation
4. Conduct language activities (planned, spontaneous)
5. Clean equipment and supplies
6. Repair supplies and equipment
7. Store supplies and equipment

Duty: Supervise Children in Literature Activities

Tasks:

1. Set up a literature area with supplies and equipment
2. Tell stories, prose, poem, rhyme
3. Tell a story with pictures, books, magazines, art work and photographs
4. Tell a story with projecting devices
5. Tell a story with puppets
6. Tell a story with a flannel board
7. Tell a story with chalkboard
8. Tell a story accompanied by children
9. Read a story, prose, poem, rhyme
10. Clean supplies, equipment and area
11. Repair supplies and equipment
12. Store supplies and equipment

Duty: Supervise Children in Housekeeping Area

Tasks:

1. Set up a housekeeping area with props, supplies and equipment
2. Conduct dramatic play activity
3. Clean supplies and equipment area
4. Store supplies, tools and equipment

Duty: Supervise Children in Block Area

Tasks:

1. Set up block area with supplies and equipment
2. Conduct and supervise block area activities
3. Clean equipment supplies and blocks
4. Store supplies, equipment and blocks

Job Station: SPECIAL ASSIGNMENT AREA

Duty: Supervise Children in Pre-Math Experiences

Tasks:

1. Set up math area with supplies and equipment
2. Conduct a counting activity
3. Conduct a number symbol activity
4. Conduct a math activity with sets
5. Conduct an activity about plus
6. Conduct an activity about more than or less than
7. Conduct an activity about times
8. Conduct an activity about geometric shapes

Tasks continued

9. Conduct an activity in measuring
10. Clean supplies, equipment and area
11. Repair supplies and equipment
12. Store supplies and equipment

Duty: Supervise Children in Science Experiences

Tasks:

1. Set up a science area with supplies and equipment
2. Conduct a science activity about animals
3. Conduct a science activity about plants
4. Conduct a science activity about earth
5. Conduct a science activity about water
6. Conduct a science activity about heat
7. Conduct a physics activity about tool use
8. Conduct chemistry activity
9. Clean supplies, equipment and area
10. Store supplies and equipment

Job Station: HEAD TEACHER

Duty: Assist Children With Arrival and Departure

Tasks:

1. Greet children upon arrival
2. Assist with health check
3. Isolate sick child
4. Keep attendance records
5. Help child dress or undress
6. Help child enter activities
7. Dismiss child to parent or guardian

Duty: Assist In Health Care of Children

Tasks:

1. Treat minor injuries
2. Conduct a health activity on dental care
3. Conduct a health activity on preventing the spread of respiratory infections
4. Supervise the children in emergency evacuation from room
5. Collect personal health data for child
6. Conduct health activity on washing and bathing

Duty: Assist With Field Trips

Tasks:

1. Plan field trip
2. Conduct field trip

Duty: Supervise Operation of the Nursery School Schedule

Tasks:

1. Coordinate activities according to daily laboratory schedule
2. Assist other teachers as needed
3. Report problems to instructor

Duty: Conduct Group Time With Children

Tasks:

1. Talk with children about the date and weather
2. Plan an activity about date and weather
3. Direct "Show and Tell" time for children

Supportive Activities to Job Stations

Duty: Supervise Food Activities For Children

Tasks:

1. Stock kitchen with supplies
2. Practice habits of personal hygiene
3. Prepare food for children
4. Set up the eating area
5. Serve the food to children
6. Eat with children
7. Conduct an activity with food marking a special observance, holiday or custom
8. Conduct a cooking activity with children
9. Store food
10. Sanitize equipment, utensils and area
11. Store supplies and equipment

Duty: Supervise Children's Rest

Tasks:

1. Set up the area for rest
2. Conduct a naptime quiet activity
3. Clean supplies, equipment and rest area
4. Store equipment and supplies

COURSE OBJECTIVES

Definition: Instructional goals for the Junior Program stated in measurable terms including student behavior, conditions and standards of acceptable performance

CHILD CARE SERVICE OBJECTIVES

Junior Program

Duties:

1. Supervise Children in Table Activities Area

   Students will set up the table toy area, supervise the activity there, and clean, repair and store equipment in the nursery school at 80% proficiency of the total list of tasks.

2. Supervise Children in Active Play Areas

   Students will set up the active play area, conduct and supervise activities, and clean, repair and store supplies and equipment in the nursery school at 80% proficiency of the total list of tasks.

3. Supervise Children in Creative Art Area - flatwork

   Students will prepare and set up supplies for flatwork, show the initial use of tools and media, and clean and store supplies and equipment in the nursery school at 80% proficiency of the total list of tasks.

4. Supervise Children in Creative Art Area - modeling

   Students will prepare supplies and set up the area for modeling activities, show the initial use of tools and materials, clean and store equipment in the nursery school at 80% proficiency of the total list of tasks.

5. Supervise Children in Creative Art Area - 3-dimensional

   Students will set up the area for three-dimensional activities, show the initial use of supplies and tools, and clean and store tools and equipment in the nursery school at 80% proficiency of the total list of tasks.

6. Supervise Children in Sand and Water Area

   Students will set up sand and water area, conduct a math and science activity using sand and water, and clean, repair and store tools and equipment in the nursery school at 80% proficiency of the total list of tasks.

7. Supervise Children in Block Area

   Students will set up the block area, conduct an activity to stimulate block play, and clean and store equipment in the nursery school at 80% proficiency of the total list of tasks.

8. Supervise Children in Carpentry Activities

   Students will set up a carpentry area, show the initial use of tools, conduct a woodworking activity, and clean, repair and store equipment in the nursery school at 80% proficiency of the total list of tasks.

9. Supervise Children in Housekeeping Area

Students will set up a housekeeping area, conduct a dramatic play activity, and clean and store equipment in the nursery school at 80% proficiency of the total list of tasks.

10. Supervise Children in Language Activities

Students will set up a language area, talk with children and correct their grammar, conduct a language activity, clean, repair, and store equipment in the nursery school at 80% proficiency of the total list of tasks.

11. Supervise Children in Literature Activities

Students will set up a story area, tell or read a story using a variety of methods, clean, repair, and store materials and equipment in the nursery school at 80% proficiency of the total list of tasks.

12. Supervise or Direct Children in Music Activities

Students will set up a music area and conduct music sessions using a variety of activities, clean, repair, and store materials and equipment in the nursery school at 80% proficiency of the total list of tasks.

13. Supervise Children in Science Experiences

Students will set up a science area and conduct science activities using a variety of materials and equipment, clean and store equipment in the nursery school at 80% proficiency of the total list of tasks.

14. Supervise Children in Pre-Math Experiences

Students will set up a pre-math center, conduct a variety of pre-math activities, clean, repair, and store equipment in the nursery school at 80% proficiency of the total list of tasks.

15. Assist Children With Arrival and Departure

Students will greet and assist children upon arrival, take attendance and help with health check, and dismiss child to parent or guardian in the nursery school at 100% proficiency of the total list of tasks.

16. Assist With Safety and Health Care of Children

Students will assist with daily health routines, conduct health related learning activities, supervise children in emergency situations, and disinfect and store supplies and equipment in the nursery school at 80% proficiency of the total list of tasks.

17. Assist Children With Toileting

Students will prepare the restroom, assist children with toilet routines, clean and sanitize the restroom and fixtures, store supplies and equipment in the nursery school at 80% proficiency of the total list of tasks.

18. Supervise Food Activities for Children

Students will set up the kitchen, prepare and serve foods, conduct cooking activities, store food, sanitize and store equipment in the nursery school at 80% proficiency of the total list of tasks.

19. Supervise Childrens Rest

Students will set up an area for rest, supervise the rest period, clean and store equipment in the nursery school at 80% proficiency of the total list of tasks.

20. Conduct Group Time With Children

Students will plan and conduct activities about the date and weather and direct show and tell time at 80% proficiency of the total list of tasks.

21. Supervise Operation of the Nursery School Schedule

Students will plan and oversee the operation of the daily nursery school schedule at 80% proficiency of the total list of tasks.

22. Assist With Field Trips

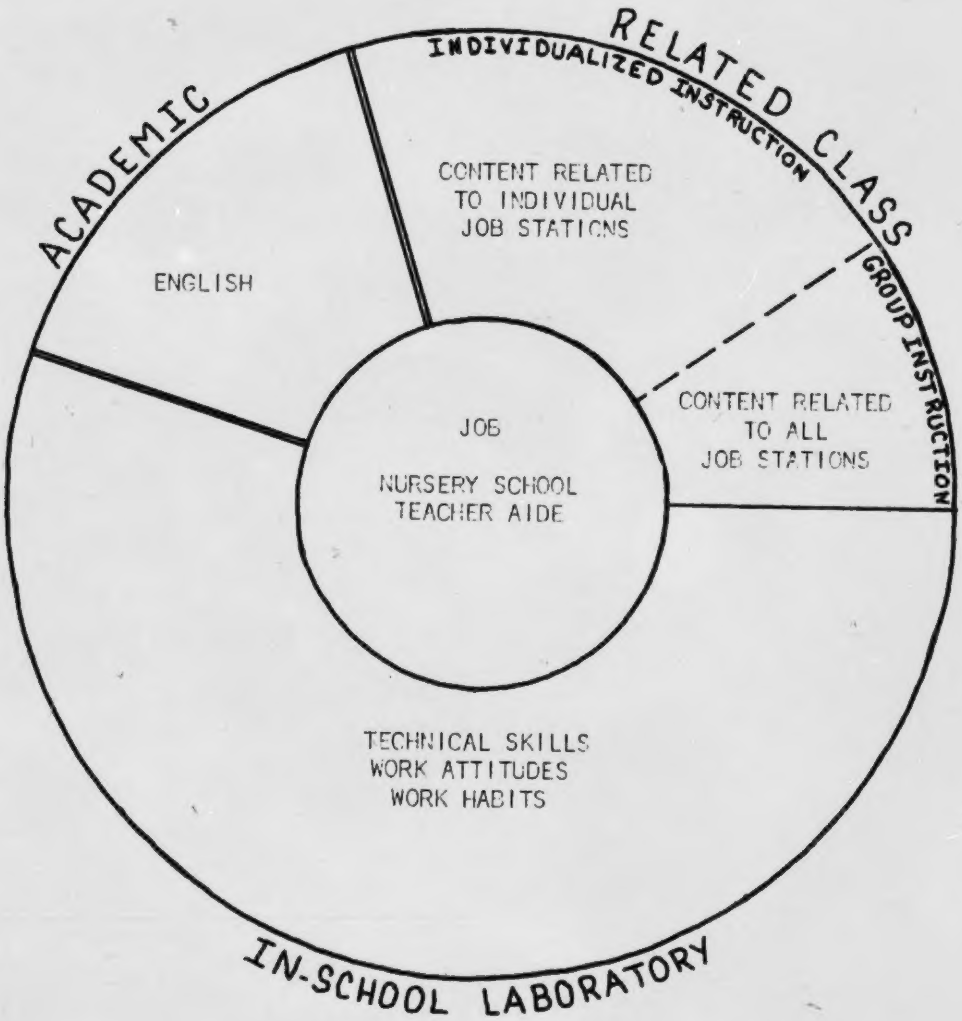
Students will plan and help conduct field trips at 80% proficiency of the total list of tasks.

ORGANIZATIONAL STRATEGIES

Definition: Methods of organizing and managing the instructional setting including facilities, equipment, materials, students and time in order for students to achieve proficiency in the occupation

Core Curriculum

The diagram shows the organization of the curriculum for the junior child care services program around the occupational core of Nursery School Teacher Aide. Content is presented through both individualized instruction and group instruction during 90 minutes of related class. Technical skills, work attitudes and habits are developed and practiced through experiences with four-year-old children in the three hour nursery school. English taught during the 45-minute academic segment completes the daily curriculum.


RELATED CLASS
INDIVIDUALIZED INSTRUCTION
CONTENT RELATED TO INDIVIDUAL JOB STATIONS
GROUP INSTRUCTION
CONTENT RELATED TO ALL JOB STATIONS
ACADEMIC
ENGLISH
JOB
NURSERY SCHOOL TEACHER AIDE
TECHNICAL SKILLS
WORK ATTITUDES
WORK HABITS
IN-SCHOOL LABORATORY

I. PLAN OF INSTRUCTION

A. Yearly Plan For Coordinating Laboratory and Related Class Instruction:

The following chart shows the plan of instruction for the 36 weeks of the school year. The first 3 weeks involve orientation and students spend the entire four and a half hours each day in preparation for opening the preschool. Students learn about handling children, what to expect of four-year-olds, suitable activities for the nursery school and how each activity should be conducted.

The remainder of the year centers around the operation of the preschool laboratory. The junior class is divided into three groups. During the three hour laboratory period one goup of seven students works in the preschool, one group is involved in preplanning and preparation; laboratory for the remaining group is divided into two 90 minute segments of: 1) observing the preschool child and 2) children's snacks.

The one and a half hour related class is divided into thirty minutes of common instruction with the entire group of twenty-one students and sixty minutes of individualized instruction consisting of packets which relate directly to the students assigned preschool job stations.

Students complete two cycles of the seven job stations during the school year. The tasks of the first cycle in each job station build basic skills. These tasks become on-going responsibilities in the second rotation of the job stations as new duties and tasks are added.

The last three days of school are spent in closing the nursery school and examinations.

YEARLY PLAN FOR COORDINATING LABORATORY AND RELATED CLASS INSTRUCTION

ORIENTATION

Aug. 31 to Sept. 19	4.5 hours daily No pre-school nursery

Laboratory-3 hours Related Class-90 minutes

	Nursery School Job Stations	Supportive Activities To Nursery School Job Stations			Group Instruction	Individualized Instruction
			Group A	Group B		
	180 minutes	180 minutes	90 min	90 min	30 minutes	60 minutes
Sept. 20	1. Art 2. Table Activities 3. Music 4. Stories-A 5. Stories-B 6. Special Assignment 7. Head Teacher	Pre-planning and Preparation	Children's Snacks: preparation, serving, clean-up Children's Rest	Observation	Child Management FHA/HERO Nursery School Routines Observation Evaluation Health/Safety Activity Planning and Evaluation Instructional Aid Parent Contacts Maintenance Nutrition Development of Preschooler	1. Art 2. Table Activities 3. Music 4. Stories-A 5. Stories-B 6. Special Assignment 7. Head Teacher
May 27						

CLOSING ACTIVITIES

May 31 June 1	4.5 hours daily No pre-school nursery

B. Selection of Laboratory Activities:

Laboratory experiences that build job skills for the high school student are determined by the daily schedule and the activities planned for the nursery school. The students have a variety of experiences both with individual children and with groups of children each day. Each student is assigned to one of the seven job stations in the preschool laboratory and is in charge of planned activity for that station. Each student must complete a lesson plan prior to the laboratory, conduct the activity and hand in an evaluation at the end of the laboratory period.

C. Source of Preschool Children:

The source of practical work is the group of twenty four-year-old children enrolled in the afternoon session of the nursery school. The children come from Zanesville and surrounding communities. Application for enrollment is made through the Home Economics Supervisor's office and children four years of age, on or before September thirtieth, are enrolled on a first-come, first-serve basis.

D. Student Supplies:

Students enrolled in junior child care services pay a fee of thirty-five dollars which covers the purchase of two smocks, file boxes, name tags, workbooks, and academic supplies. Other tools necessary for the operation of the nursery school are provided by Muskingum Area Joint Vocational School.

E. Nursery School Financial Arrangements:

Both sessions of the nursery school, consisting of forty children, utilize a customer account. Fees for each child enrolled in the nursery school are twenty dollars per month for eight months. The fees are deposited in the program account and are used for materials and supplies needed to operate the nursery school.

II. LABORATORY ORGANIZATION

The following chart depicts the instructional time alloted to each student job station for 33 weeks. Students gain proficiency in child care skills through:

a. Observing and/or working as a Nursery School Teacher's Aide in the laboratory nursery school.

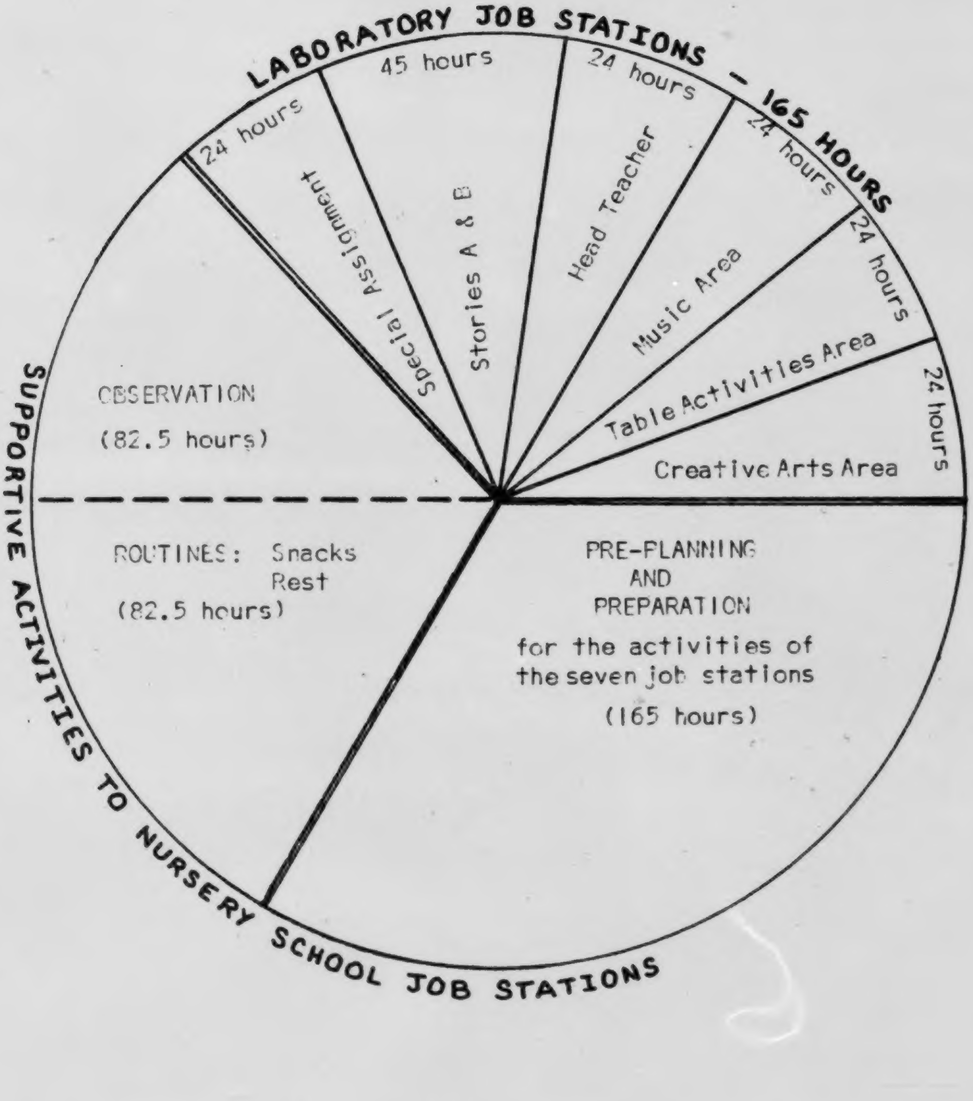
b. Working in project activities and making materials in the planning for experiences with young children.

The nursery school operates five days per week, two and a half hours each day, for 33 weeks.

Students enrolled in the junior program are divided into three groups. The groups rotate through the 1) laboratory work stations, 2) pre-planning and preparation, and 3) observation and supportive activities.

Work stations consist of: 1) Art, 2) Table Activities, 3) Music, 4) Stories-A, 5) Stories-B, 6) Special Assignment, and 7) Head Teacher.

A. Laboratory: Instructional Time by Laboratory Job Stations and Supportive Activities for 33 Weeks = 495 hours



B. Student Rotation in Laboratory: The following illustrates how one group of students rotates through the pre-school laboratory and supportive activities for 5 days. The group is in the pre-school laboratory every third day with the other 2 days spent in either pre-planning and preparation or observation and supportive routines.

1. Group Assignments

Group I		Group II		Group III	
A.	1. Marty	A.	8. Patty	A.	15. Margie
	2. Ida		9. Starla		16. Annette
	3. Tammy		10. Chris		17. Mickey
	4. Pam		11. Lisa		18. Karen
B.	5. Leo	B.	12. Amy	B.	19. Cherl
	6. Sheila		13. Diana		20. Brenda
	7. Debbie		14. Kenda		21. Charlene

2. Sample rotation of one group for one week laboratory experience

	PRESCHOOL LABORATORY 3 hours	PREPARATION AND PRE-PLANNING 3 hours	SUPPORTIVE ACTIVITIES 3 hours 90 min. Observe	 90 min. Snacks, Etc.	
Monday	Group I A + B	Group II A + B	Group III A	Group III B	12-1:30
			Group III B	Group III A	1:30-3
Tuesday	Group II A + B	Group III B + B	Group I A	Group I B	12-1:30
			Group I B	Group I A	1:30-3
Wednesday	Group III A + B	Group I A + B	Group II A	Group II B	12-1:30
			Group II B	Group II A	1:30-3
Thursday	Group I A + B	GROUP II A + B	Group III B	Group III A	12-1:30
			Group III A	Group III B	1:30-3
Friday	Group II A + B	Group III A + B	Group I B	Group I A	12-1:30
			Group I A	Group I B	1:30-3

C. Yearly Rotation Plan for One Student: Each student will rotate through all job stations twice in 33 weeks. As an example, the schedule for Student 1 lists the dates of both rotations and is illustrated in the following student rotation chart:

STUDENT 1

Rotation 1

Art: September 20, September 23, September 28, October 1
Table Activities: October 6, October 12, October 15, October 20
Music: October 25, October 28, November 2, November 5
Stories - A: November 10, November 16, November 19, November 24
Head Teacher: December 1, December 6, December 9, December 14
Stories - B: December 17, January 3, January 6, January 11
Special Assignment: January 14, January 20, January 25, January 28

Rotation 2

Art: February 2, February 7, February 10, February 15
Table Activities: February 18, February 24, March 1, March 4
Music: March 9, March 14, March 17, March 22
Stories - A: March 25, March 30, April 4, April 2
Head Teacher: April 15, April 20, April 25, April 28
Stories - B: May 3, May 6, May 11, May 16
Special Assignment: May 19, May 24, May 27

Total hours of experience by job station after two rotations:

Art: 24 hours
Table Activities: 24 hours
Music: 24 hours
Head Teacher: 24 hours
Special Assignment: 24 hours
Stories: 45 hours

Students receive additional hours in the story job stations for these reasons:

1. Effective management of children in a story group dictates a smaller number of children thus, we divide the total group of twenty children into two groups of ten, each requiring a story teacher.

2. In addition to stories, this job station also includes developing and conducting language activities.

D. Chart of Laboratory Job Station Assignments: The following chart illustrates the rotation of students through the preschool laboratory activities of Art, Table Activities, Music, Special Assignment, Stories A and B, Head Teacher and the laboratory supportive activities of Preplanning and Preparation and Routines: Snacks and Rest.

September 20 indicates the assignment of each group of students for one day

September 20-22 indicates the assignments of the groups for a three-day cycle

September 20 - October 5 indicates the assignment of students for one complete job station rotation

LABORATORY ROTATION

Date	180 minutes							Observation 90 min. Routines 90 min.	Pre-planning and Preparation 180 min.
	Art	Table Toys Toileting	Music Blocks	Stories Doll Area	Head Teacher Group	Stories Blocks	Special Assignment		
9/20/76	1	2	3	4	5	6	7	Group 3 15-21	Group 2 8-14
9/21	8	9	10	11	12	13	14	Group 1 1- 7	Group 3 15-21
9/22	15	16	17	18	19	20	21	Group 2 8-14	Group 1 1- 7
9/23	1	2	3	4	5	6	7	Group 3 15-21	Group 2 8-14
9/24	8	9	10	11	12	13	14	Group 1 1- 7	Group 3 15-21
9/27	15	16	17	18	19	20	21	Group 2 8-14	Group 1 1- 7
9/28	1	2	3	4	5	6	7	Group 3 15-21	Group 2 8-14
9/29	8	9	10	11	12	13	14	Group 1 1- 7	Group 3 15-21
9/30	15	16	17	18	19	20	21	Group 2 8-14	Group 1 1- 7
10/ 1	1	2	3	4	5	6	7	Group 3 15-21	Group 2 8-14
10/ 4	8	9	10	11	12	13	14	Group 1 1- 7	Group 3 15-21
10/ 5	15	16	17	18	19	20	21	Group 2 8-14	Group 1 1- 7
10/ 6	7	1	2	3	4	5	6	Group 3 15-21	Group 2 8- 14
10/ 7	14	8	9	10	11	12	13	Group 1 1- 7	Group 3 15-21
10/11	21	15	16	17	18	19	20	Group 2 8-14	Group 1 1- 7
10/12	7	1	2	3	4	5	6	Group 3 15-21	Group 3 15-21
10/13	14	8	9	10	11	12	13	Group 1 1- 7	Group 2 8-14

III. COORDINATION OF LABORATORY AND RELATED CLASS

A. Related Class - Group Instruction: Composed of content common to all job stations sequenced by order of most basic, first need, or simple to complex; information is taught during a portion of total related class time through group instruction.

B. Related Class - Individualized Instruction: Technical knowledge accompanying the performance of tasks; information is taught during the remaining portion of related class time through individualized instruction correlated directly to the tasks performed on assigned job stations in the laboratory.

C. Laboratory: Instruction in the actual performance of skills; includes auxillary information essential to the task.

A. Related Class: Group Instruction

1. Time Line for Group Instruction 1976-1977 (142 hours)

August 31 - September 17: Orientation		
School policies and procedures		9.0
Types of pre-school centers		9.0
Career choices in Child Care		4.5
Nursery School Operation (MAJVS)		36.0
13 days @4.5 hours per day =		58.5 hours total

September 20, 1976 through October 7, 1976:		
Child Management	(13 days)	6.5 hours
FHA/HERO	(1 day)	0.5
October 11, 1976 through October 29, 1976:		
Nursery School Routines	(13 days)	6.5 hours
FHA/HERO	(2 days)	1.0
November 1, 1976 through November 19, 1976:		
Observation and evaluation	(14 days)	7.0 hours
FHA/HERO	(1 day)	0.5
November 22, 1976 through December 17, 1976:		
Health and safety	(16 days)	8.0 hours
FHA/HERO	(2 days)	1.0
December 20-22, 1976:		
FHA/HERO Christmas Activities	(3 days)	1.5 hours
January 3, 1977 through January 21, 1977:		
Activity Planning and Evaluation	(13 days)	6.5 hours
FHA/HERO	(2 days)	1.0
January 24, 1977 through January 28, 1977:		
Instructional Aids	(5 days)	2.5 hours
January 31, 1977 through February 25, 1977:		
Parent Contacts	(16 days)	8.0 hours
FHA/HERO	(2 days)	1.0
February 28, 1977 through March 4, 1977:		
Maintenance	(5 days)	2.5 hours
March 7, 1977 through April 1, 1977		
Nutrition	(18 days)	9.0 hours
FHA/HERO	(2 days)	1.0
April 4, 1977 through May 13, 1977:		
Development of the Pre-schooler	(24 days)	12.0 hours
FHA/HERO	(3 days)	1.5
May 16, 1977 through June 1, 1977:		
Review on Final Examination	(11 days)	5.5 hours
FHA/HERO	(1 day)	0.5
167 days @30 minutes per day		83.5 hours total

PRINCIPLES OF CHILD GROWTH AND DEVELOPMENT

The following is a list of scientific principles that apply specifically to child growth and development. These principles are cited throughout the document in the column designated "Science Concepts" as they apply to the content being presented.

1. Development is continuous, gradual and orderly
2. Development proceeds from general to specific responses
3. Each individual normally passes through each major stage of development
4. Each developmental stage has characteristic traits
5. Many problems are normal behavior for the age in which they occur
6. Development is interrelated
7. Rates of growth vary from one individual to another and they vary within the individual
8. Growth has direction
    a. cephalocaudal (head to tail)
    b. proximodistal (near to far)

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: August 31 - September 3

JR X
SR ____

Hours of Instruction: 4 days @ 4.5 hours per day = 18 hours

Common Knowledge	Math Concepts	Science Concepts
TUESDAY School handbook and policies Forms for filing Grading procedures related class laboratory MAJVS Laboratory Manual philosophy educational objectives state regulations general operational procedures		
WEDNESDAY Social Services for Children Guidance & Special Education Health Care for Children Getting from Here to There (film series) Types of Preschool Centers laboratory parochial cooperative private head start		
THURSDAY How the average 4-year old behaves--Guiding Children in the Nursery School: Guidance and the positive method		Principles of Development 1 - 8 (pg. 58)
FRIDAY Operating the preschool lab - student grouping themes, special activities, daily responsibilities routines - toileting, rest, arrival and departure		

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: September 7 - 10

JR X
SR ____

Hours of Instruction: 4 days @ 4.5 hours per day = 18 hours

Common Knowledge	Math Concepts	Science Concepts
TUESDAY		
Operating the preschool lab clean up procedures fire drill and tornado drill procedures		
Preschool laboratory job stations Table Activities Area materials and supplies activities used supervision of the area		Principles of Development 1,2,3,4,7,8 (pg. 58)
Creative Arts Area activities supplies and equipment		Principles of Development 5 (pg. 58)
preparation of materials	measurements dry liquid	Principles of Development 1,2,3,4,7,8 (pg. 58)
WEDNESDAY		
Creative Arts Area experimentation with different media		Principles of Development 5 (pg. 58)
supervision of art activities (students will spend time preparing and using different art materials)		Colors - primary & secondary
Story Area suitable books (students survey nursery school library books) story telling techniques (seniors will demonstrate) preparation of story props, conduct a story session supervise story group		
Music Area types of music activities (seniors will demonstrate)		Principles of Development 5 (pg. 58)
experimentation with music activities conducting music session		Principles of Development 1,2,3,4,7,8 (pg. 58)

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: September 7 - 10

JR X
SR ____

Common Knowledge	Math Concepts	Science Concepts
THURSDAY		
Music Area supervision of music		
Head Teacher suitable activities for group time conducting group time (seniors will demonstrate)		
FRIDAY		
Special Assignment suitable activities for pre-math	counting, classifying, ordering, matching, set, sub set, comparison geometric shapes, plus, equal, more, less	Principles of Development 2,3,4,6,7,8 (pg. 58)
Nature Science Area equipment used conducting pre-math and nature-science activities (demonstrations) supervise special assignment		Principles of Development 3,5 (pg. 58)

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: September 13 - 17

JR X
SR ____

Hours of Instruction: 5 days @ 4.5 hours per day = 22.5 hours

Common Knowledge	Math Concepts	Science Concepts
MONDAY		
Nursery School Preparation children enrolled observation procedures and rules group assignments laboratory job station assignments lesson plans and evaluation techniques		
TUESDAY		
Nursery School Preparation manuscript writing (demo and practice) laboratory inventory		
procedures	counting	
parent contacts wall display		
newspaper	measuring proportion	
WEDNESDAY		
Nursery School Preparation		
snack duty-sanitation, reading recipes, measurements, cleaning	measuring	Chemical reactions of cleaning agents
operation of laundry kitchen equipment storage requirements and procedures		
THURSDAY		
Nursery School Preparation job stations-demonstrations by each student in first assigned job		
FRIDAY		
Nursery School Preparation group practice songs telephone procedures parent contacts first aid procedures-LPN visit FHA/HERO-what is it, who can participate?		

RELATED CLASS
GROUP INSTRUCTION

Title: CHILD MANAGEMENT
Date: September 20 - October 7

JR X
SR ____

Hours of Instruction: 14 days @ 30 minutes per day = 7 hours

Common Knowledge	Math Concepts	Science Concepts
Child Management limits acceptable/unacceptable behavior non-verbal communication presenting choices to children shaping and modeling behavior special problems: fear aggression shy/withdrawn temper tantrums biting		Principles of Development 1,4,5,7 (pg. 58)
Rules need language controls consistency		
Self Concept what it is why it is important how we can develop it		Principles of Development 3,7 (pg. 58)
Self Discipline		
Special Problems physically handicapped mentally retarded culturally deprived emotionally disturbed		Principles of Development 1,3,4,5,7 (pg. 58)
Environment effect on guidance and behavior how the schedule effects behavior (observe morning nursery school)		Principles of Development 5 (pg. 58)
Punishment when what kind		
Teacher As A Model FHA/HERO officer election program planning		

RELATED CLASS
GROUP INSTRUCTION

Title: NURSERY SCHOOL ROUTINES
Date: October 11 - 29

JR X
SR ____

Hours of Instruction: 15 days @ 30 minutes per day = 7.5 hours

Common Knowledge	Math Concepts	Science Concepts
NURSERY SCHOOL ROUTINES		
Arrival and Departure		
communication		
identification		
comfort		
fostering self help		Principles of Development 1,2,8 (pg. 58)
responsibilities to parent and guardian		
methods of releasing children parent/guardian		
Rest		
physical needs of children		Principles of Development 1,3,4,7 (pg. 58)
sleep and rest habits of small children		
equipment needed		Principles of Development 5 (pg. 58)
environment for rest		
balance of quiet and active activities		
special needs of children		
tired		
crying		
overactive		
Toileting		
toileting and washing		Principles of Development 1,2,3,4,6,7,8 (pg. 58)
materials and supplies		
stages of child growth and development		
physical		
emotional		
social		
encouraging independence		
common questions and answers about bodies		
lavatory routines		
management techniques		Principles of Development 5 (pg. 58)
how to cope with accidents		
building vocabulary		

RELATED CLASS
GROUP INSTRUCTION

Title: OBSERVATION AND EVALUATION
Date: November 1 - 19

JR X
SR ____

Hours of Instruction: 15 days @ 30 minutes per day = 7.5 hours

Common Knowledge	Math Concepts	Science Concepts
Observation		
purpose of observation		
types of development observed		Principles of Development 1 - 8 (pg. 58)
methods of observing		
rules for taking observations		
objective observations		
subjective observation		
qualities of good observations		
FHA/HERO: Impact and our chapter		
Evaluation		
purposes of evaluation		
areas of development to be evaluated		Principles of Development 1 - 8 (pg. 58)
evaluation procedures		
use of information obtained		
importance of confidentiality		
FHA/HERO: Encounter and what it can do for you		

RELATED CLASS
GROUP INSTRUCTION

Title: HEALTH AND SAFETY
Date: November 22 - December 17

JR X
SR ____

Hours of Instruction: 18 days @ 30 minutes per day = 9 hours

Common Knowledge	Math Concepts	Science Concepts
Health		
symptoms of communicable diseases		
runny nose		
watery eyes		
flushed face		
hoarse		
rash		
fever		
skin sores		
children's personal health data		Thermometer reading
height and weight norms for preschool children		
use of scales and tape measure	measuring	
characteristics of healthy child		
informal health check		
Safety		
kinds of accidents involving children		
importance of safety		
necessary safety rules		
hazardous areas		
home		
community		
nursery school		
supervisory responsibilities		
FHA/HERO: Speakers from police and fire departments and hospital panel discussion safety		

RELATED CLASS
GROUP INSTRUCTION

Title: FHA/HERO CHRISTMAS PROJECT
Date: December 20 - 22

JR X
SR ____

Hours of Instruction: 2 days @ 30 minutes per day = 1 hour

Common Knowledge	Math Concepts	Science Concepts
Students propose and discuss ideas for an FHA/HERO Christmas project. After one is selected, students organize a production schedule, order supplies, obtain equipment and manufacture items. The completed articles are given to the children at a Christmas party on the last day of school before vacation. In past years, students have made puppets, activity books made of cloth requiring children to snap, button, zip, etc. and teddy bears with clothing designed to help the children improve self-dressing skills.		

RELATED CLASS
GROUP INSTRUCTION

Title: ACTIVITY PLANNING AND EVALUATION
Date: January 3 - 21

JR X
SR

Hours of Instruction: 15 days @ 30 minutes per day = 7.5 hours

Common Knowledge	Math Concepts	Science Concepts
Activity Planning and Evaluation		
stages of development for preschool child physical mental emotional social		Principles of Development 1 - 8 (pg. 58)
characteristics of exceptional children		
attention span of young children		Principles of Development 5 (pg. 58)
interests of preschool children		
experiences suitable to insure maximum learning		
activities suitable for complete well balanced curriculum		
importance of preplanning		
writing measurable objectives for preschool activities		
use of evaluation on future activities		
FHA/HERO: Recognition activity preparation		
Instructional teaching aids for planned activities		
bulletin boards-value characteristics of effective boards materials for display and lettering	measuring proportion	
Home made games and props as tools for teaching (students plan and develop bulletin boards and games in small groups and present to entire class)		

RELATED CLASS
GROUP INSTRUCTION

Title: INSTRUCTIONAL AIDS
Date: January 24 - 28

JR X
SR ____

Hours of Instruction: 5 days @ 30 minutes per day = 2.5 hours

Common Knowledge	Math Concepts	Science Concepts
Instructional teaching aids for planned activities bulletin boards value characteristics of effective boards display materials lettering materials games types of home made games use of games in teaching props and illustrative devices types use of props in teaching appropriate materials		

RELATED CLASS
GROUP INSTRUCTION

Title: PARENT CONTACTS
Date: January 31 - February 25

JR X
SR ____

Hours of Instruction: 18 days @ 30 minutes per day = 9 hours

Common Knowledge	Math Concepts	Science Concepts
Parent Contacts		
reasons for parent involvement		
role of assistant or aide in communications with parents		
meeting the parents		
what to say		
how to act		
importance of greeting		
importance of attitude		
accurate reporting		
answering questions (role playing)		
policies of the preschool lab		
procedures for planning and conducting meetings		

RELATED CLASS
GROUP INSTRUCTION

Title: PARENT CONTACTS
Date: January 31 - February 25

JR X
SR ____

Common Knowledge	Math Concepts	Science Concepts
FHA/HERO: 3 days of mini-panel discussions with: former parents, former students and present parents about relationships between parents and the child care student preparation for parent's night, open house for both nursery schools Parent Contacts--continued written communications with parents newspaper booklets announcements activity guide book lending system formal parent conference what to discuss types of conferences planned private small group spontaneous techniques for talking to parents		

RELATED CLASS
GROUP INSTRUCTION

Title: MAINTENANCE
Date: February 28 - March 4

JR X
SR ____

Hours of Instruction: 5 days @ 30 minutes per day = 2.5 hours

Common Knowledge	Math Concepts	Science Concepts
Maintenance		
storage		
storage principals		
characteristics of well organized center		
encourage children in self help of cleanup		
cleaning	measuring	Chemical reactions of cleaning agents
proper supplies and equipment		
stain removal		
techniques for cleaning		
sanitation		
repair		
types of tools and supplies		
methods of assembly		

RELATED CLASS
GROUP INSTRUCTION

Title: NUTRITION
Date: March 7 - April 1

JR X
SR ____

Hours of Instruction: 20 days @ 30 minutes per day = 10 hours

Common Knowledge	Math Concepts	Science Concepts
Food		
nutritional requirements of the preschool child		MDR/RDA
basic four food groups		Characteristics of Foods fruits, vegetables, meats, breads, cereals, milk and milk products
nutrients: functions sources in certain foods		
suitable foods for preschoolers		
cost recipes for center		
environment for eating		
importance of food time in development of child		
educational benefits of eating time		
use of food in special events		
storage principles and practices		
sanitation principles and practices		

RELATED CLASS
GROUP INSTRUCTION

Title: DEVELOPMENT OF PRESCHOOLER
Date: April 4 - May 13

JR X
SR ____

Hours of Instruction: 27 days @ 30 minutes per day - 13.5 hours

Common Knowledge	Math Concepts	Science Concepts
Physical Development		
stages of growth 3 - 5		Principles of Development 1 - 8 (pg. 58)
motor abilities		
typical activities		
kinds of foods		
sleep patterns		
bathing habits		
suitable clothing		
types of diseases		
symptoms		
Intellectual Development		
mental capacities		
stages of intellectual growth		Principles of Development 1 - 8 (pg. 58)
process of language development		
stages of language development		
readiness for reading and abilities of preschoolers		
reading interest		
imagination		
development of imagination		

RELATED CLASS
GROUP INSTRUCTION

Title: DEVELOPMENT OF PRESCHOOLER
Date: April 4 - May 13

JR X
SR ____

Common Knowledge	Math Concepts	Science Concepts
Emotional Development specific emotions personality patterns development of conscience Social Development social relationships of preschoolers		Principles of Development 1,3,4,5,6 (pg. 58)

RELATED CLASS
GROUP INSTRUCTION

Title: REVIEW FOR EXAMS
Date: May 16 - June 1

JR X
SR ____

Hours of Instruction: 12 days @ 30 minutes per day = 6 hours

Common Knowledge	Math Concepts	Science Concepts
Review for final examinations FHA/HERO		

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B. Laboratory and Individualized Related Class Coordination

The technical content corresponding to the laboratory job station is taught through individualized instruction. Students are assigned to a laboratory job station and receive instructional packets which relate to the skills to be developed at that station.

During and at the end of an assignment at a job station students are evaluated on their performance and completion of the accompanying instructional packet. They are then assigned to the next job station and receive a new packet related to it.

LABORATORY JOB STATIONS

First Rotation

LABORATORY

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Creative Arts-FLATWORK, modeling and 3-dimensional
No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: First

JR X
SR ____

Task Statement	Materials/Supplies	Safety
1. Set up supplies for flatwork, drawing, coloring, painting and printing	paper paints chalk sponges containers aprons scissors drying rack objects for printing crayons pencils markers brushes paste	choice of non-toxic materials and supplies
2. Make water and soap base paints	paint water measuring cups containers for mixing and storing	
3. Make starch base paints	dry paint starch containers measuring cups	
4. Make fixatives	flour alum water sugar cornstarch	
5. Show initial use of tools and media for coloring	charcoal pencils crayons chalk paper markers	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Creative Arts - FLATWORK, modeling and 3-dimensional
JR X
SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Criteria for selection variety durability functions properly suitable to individual needs		Principles of Development 1 - 8 (pg. 58)
Recipes and methods on preparation	measurement liquids dry	Chemical changes of materials--color, texture, consistency
Types of supplies for mixing and storing paints		
Safety of ingredients		
Recipes and methods of preparation		
Types of supplies for mixing and storing paint	measurement liquids dry	
Safety of ingredients		
Simple recipes and methods of preparation		
Types of supplies for mixing and storing		
Safety of ingredients		
Lesson planning methods		Principles of Development 1,2,3,4,7,8 (pg. 58)
Methods for teaching creative use of: pencils, crayons, chalk, charcoal, pens		
Ways to encourage child's independence use of supplies self help in clean-up		

LABORATORY

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Creative Arts - FLATWORK, modeling and 3-dimensional

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
6. Show initial use of tools and media for painting	paints water tempra brushes easels paper paper towels objects for printing string sponges chalk finger water soap	keep water and paint off the floor proper handling of easel-pinched fingers
7. Show initial use of tools and media for printing	roller sponge block paper water spool potato aprons paint paper towels	
8. Clean supplies and equipment	water cleaners cloths sponges	follow label directions of cleaners

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Creative Arts - FLATWORK, modeling and 3-dimensional
JR X
SR ____
No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Lesson planning methods		Principles of Development 1,2,3,4,7,8 (pg. 58)
Methods for use of: easel finger paints water wash string spatter chalk-wet		color—primary, secondary teriary
Ways to encourage child's independence use of supplies self help in clean-up		
Lesson planning methods		Principles of Development 1,2,3,4,7,8 (pg. 58)
Methods for use of: roller sponge potato block spools		
Ways to encourage child's independence use of supplies self help in clean-up		
Types of cleaners and supplies		
Use of cleaners work simplification safety of cleaners appropriate cleaners for materials		chemical reactions of cleaning agents

LABORATORY

Job Station: CREATIVE ARTS AREA

Duty: Supervise Children in Creative Arts - Flatwork, MODELING and 3-dimensional

JR X

SR ____

No. of Laboratories:

Rotation:

Task Statement	Materials/Supplies	Safety
9. Store supplies and equipment	storage containers storage cabinets	
10. Make modeling doughs and clays—water, oil	flour salt water sugar salad oil bowls cornstarch baking powder measuring cups potter's clay mix	
11. Set up an area for modeling with supplies and equipment	dough clay aprons rollers pounders cutters paper containers	cover surfaces—to avoid falls, keep materials off floor—no sharp edges on tools

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA — JR X
Duty: Supervise Children in Creative Arts - Flatwork, MODELING and 3-dimensional — SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Types of storage handcrafted commercial Storage methods for better energy management Storage requirements for different materials, i.e., fixatives, paints, etc.		
Types of modeling dough: potter's clay play dough plasticine saw dust clay cookie dough flour-salt dough cornstarch dough Recipes for making home-crafted doughs Safety of ingredients	measuring liquids dry	changes in composition
Types of tools: roller pounders cutters molders Supplies and equipment modeling dough tables smocks paper containers		

LABORATORY

Job Station: CREATIVE ARTS AREA

Duty: Supervise Children in Creative Arts - Flatwork, MODELING and 3-dimensional

JR X

SR ____

No. of Laboratories:

Rotation:

Task Statement	Materials/Supplies	Safety
12. Show the initial use of tools and modeling materials	dough clay rollers pounders molders cutters	proper use of tools keep materials on table
13. Clean equipment and area	cleaners cloths pail sponges water	follow label instructions of cleaners
14. Store materials, supplies and equipment	storage shelves or cabinets storage containers	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA JR X
Duty: Supervise Children in Creative Arts - Flatwork, MODELING and 3-dimensional SR ____
No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Criteria for selection durable safe suitable to the developmental level encourage use and participation variety of tactile experiences		Principles of Development 1 - 8 (pg. 58)
Lesson planning methods		
Methods for use of rollers, cutter, pounders, molder		
Safety considerations in use of tools		
Ways to encourage child's independence creative exploration of media self help in set up and clean-up		Principles of Development 5 (pg. 58)
Types of cleaners and supplies		
Use of cleaners work simplification appropriate cleaners for materials		chemical reactions of cleaning agents
Types of storage commercial handcrafted		
Storage methods for better energy management		
Storage requirements of different modeling materials		

LABORATORY

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Creative Arts - Flatwork, Modeling and 3-DIMENSIONAL

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
15. Set up area with supplies and equipment for 3-dimensional	dowels tongue depressors coat hangers pipe cleaners foil, fabric, leaves seeds Q-tips sponges yarn/string balls balsa wood, styrofoam rubber bands paste, cereal screening glue paints, paint brushes scissors boxes, egg cartons paper plates aprons, tables, chairs drying rack, water, paper towesl	sharp edges keep articles out of mouth
16. Conduct a 3-dimensional activity		proper use of tools and materials: scissors hangers dowels paste

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA
JR X
Duty: Supervise Children in Creative Arts - Flatwork, Modeling and 3-DIMENSIONAL
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Criteria for selection versatile safe durable stimulates exploration, imagination suitable to developmental levels		Principles of Development 1 - 8 (pg. 58)
Methods of lesson planning		Principles of Development 1,2,3,4,7,8 (pg. 58)
Methods of supervision stimulate interest encourage exploration		
Activities suitable to different developmental levels and needs		
Concept taught through activities—color, texture, number, shape, balance, classification		
Safety considerations in choice of tools, supplies and activities		
Methods to encourage self help in set up and clean-up		Principles of Development 5 (pg. 58)

LABORATORY

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Creative Arts - Flatwork, Modeling and 3-DIMENSIONAL

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
17. Make simple pastes	flour, water	
18. Show the initial use of supplies and tools	glue-paste, tape, scissors, stapler, brushes, paper	careful use of: scissors stapler glue
19. Clean tools, area and equipment	cleaners cloths pail water sponges	follow label directions of cleaners
20. Store supplies, tools and equipment	storage containers storage cabinets or shelves	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA JR X
Duty: Supervise Children in Creative Arts - Flatwork, Modeling and 3-DIMENSIONAL SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Recipes	measurements liquid dry	
Methods for preparation		
Safety of ingredients		
Suitability of types of pastes to use		
Procedures for using: glue scissors brushes tape		
Safety considerations in using tools and supplies		
Techniques of active and passive supervision		Principles of Development 5 (pg. 58)
Ways to encourage: cooperation and independence use of media set up and clean-up		
Types of cleaners and supplies		
Safety in choice and use		chemical reactions of cleaning agents
Methods of cleaning		
Ways to encourage children's self help		
Types of storage commercial handcrafted		
Storage methods for better energy management		
Storage requirements of different materials		

LABORATORY

Job Station: TABLE ACTIVITIES AREA
Duty: Supervise Children in Table Activities

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Set up manipulative activity area with supplies and equipment	puzzles small blocks string beads snap blocks parquette blocks tinker toys Lincoln logs lacing shoe fit-a-shape lotto games dominoes storage containers storage shelves chairs tables	sharp edges
2. Supervise manipulative activities		proper use of toys keep toys on table keep toys out of mouth avoid destruction

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: TABLE ACTIVITIES AREA
Duty: Supervise Children in Table Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Criteria for selection versatile durable safe functions properly suitable to developmental level stimulates independence, exploration and cooperation		Principles of Development 1 - 8 (pg. 58)
Purpose of manipulative activities small muscle development eye/hand coordination recognition of shapes, colors, sizes, similarities number concept development abstract reasoning group cooperation individual attention span language development	sets counting sorting classifying ordering	Principles of Development 5 (pg. 58)
Relationship of choice of toy to developmental level of child		
Relationship of choice of toy to specific teaching objective, i.e., sorting, classifying, etc.		

LABORATORY

Job Station: TABLE ACTIVITIES AREA
Duty: Supervise Children in Table Activities

JR X
SR ___

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
3. Clean supplies and equipment	cleaning products cloths sponges water pail disinfectant	careful use of toxic and corrosive materials
4. Repair manipulative equipment	tools hammer, nails screwdriver, screws saw glue sandpaper paints paint brushes paint thinner	correct use of tools
5. Store supplies and equipment	containers: boxes shelves labels writing supplies	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: TABLE ACTIVITIES AREA
Duty: Supervise Children in Table Activities

JR X
SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Types of cleaners		
Use of cleaners		
simplification safety appropriate to surfaces	measurement dry liquid	chemical reactions of cleaners
Essential tools and supplies needed		
Simple repair techniques		
Types of storage commercial handcrafted		
Storage methods for better energy management		

LABORATORY

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Set up music area with instruments	autoharp bells drums cymbals tambourine tone block xylophone rhythm sticks record player kazoos rattles piano guitars gongs triangle records	avoid: sharp edges easily broken instrument—placing electrical cord in traffic areas
2. Show the initial use of percussion instruments	gongs drums xylophone rhythm sticks tambourine triangle cymbals rattle	show proper use of instruments; keep instruments in hands and away from others

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities
JR X
SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Criteria for selection durable versatile safe simple encourage exploration, expression develop listening and auditory perception, motor, cognitive and language abilities		Principles of Development 2,3,4,8 (pg. 58)
Source of instruments commercial handcrafted		
Songs for accompaniment that appeal to children		
Types of percussion instruments		
Methods for using percussion instruments		
Ways to introduce use of instruments to children		Principles of Development 5 (pg. 58)
Methods of supervision gaining attention use of voice and body response to children's comments		
Techniques to encourage use, exploration, creativity		
Ways to redirect attention		
Follow up activities		

LABORATORY

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
3. Show the initial use of stringed instruments	autoharp guitar ukulele	held instrument so not interferring with others
4. Lead children in a musical listening activity	record record player tape tape player	safety plug keep cord out of traffic patterns

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Songs for accompaniment that appeal to children		vibration of strings/ generation of sound
Types of stringed instruments		
Methods for using stringed instruments		
Methods of supervision gaining attention use of voice and body response to children's comments		
Techniques to encourage use, exploration and creativity		
Ways to redirect attention		
Follow-up activities		
Purposes of listening activities		Principles of Development 1,3,4,5,7 (pg. 58)
Types of equipment and supplies		
Methods of operating equipment		
Suitable listening activities for different development levels		
Methods of lesson planning		
Techniques of leading children in listening activities		
Ways to integrate activities into total program		

LABORATORY

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
5. Lead children in singing simple songs	song books props	
6. Lead children in singing and chanting game	record player record tape tape player props for games	careful supervision to avoid falls or collision

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Purpose of singing for children		Principles of Development 1,3,4,5,6 (pg. 58)
Songs which appeal to different development levels		
Types of accompaniment		
Methods of lesson planning		
Techniques of leading children's singing		
Methods to encourage: creativity self-expression cooperation		
Ways to integrate song into other playschool activities		
Purpose of musical games		Principles of Development 1 - 8 (pg. 58)
Musical game which appeals to different ages and needs		
Types of props and accompaniment		
Methods of lesson planning		
Techniques of presenting musical games		
Methods of supervision to encourage: self-expression creativity cooperation in play		

LABORATORY

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
7. Lead children in action song	props: cut outs pictures	careful supervision
8. Lead children in musical drama or mime	record player/records tape recorder/tapes cut outs costumes	close supervision of children to avoid collisions
9. Clean instruments, equipment and area	cleaners cloths sponges water pail	follow directions on label for use of cleaners

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Purpose of action songs		Principles of Development 1 - 8 (pg. 58)
Suitable action songs for development level		
Types of props and accompaniment		
Methods of lesson planning		
Techniques of presentation of action songs		
Methods of supervision to encourage: self-expression creativity cooperative play		Principles of Development 5 (pg. 58)
Purpose of dramatic music activity		Principles of Development 1 - 8 (pg. 58)
Dramatic activities that appeal to different needs and developmental levels		
Types of props and accompaniment		
Methods for lesson planning		
Techniques of leading children in musical drama to encourage: involvement participation exploration cooperation cognitive/affective development		
Types of cleaners and cleaning supplies	measuring	chemical reactions of cleaning agents
Safety in choice and use of cleaners		
Suitability of cleaners to surfaces		
Procedures for cleaning wood, metal, fabric and plastic		

LABORATORY

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
10. Repair instruments and equipment	tools: hammer/nails screwdriver/screws pliers supplies: old innertube cording glue	proper use of tools
11. Store instruments and music equipment	storage cabinets storage containers	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: MUSIC ACTIVITIES AREA
Duty: Supervise Children in Music Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Types of common repairs, simple repair procedures		
Types of storage commercial handcrafted		
Storage plans to encourage use of instruments by children, self help in clean-up		
Storage plans to save time and energy		

LABORATORY

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Set up literature area with supplies and equipment	books costumes projector film/filmstrips chalkboard/chalk flannel board/pictures TV viewer/paper tapes/tape recorder record player/records tables/chairs book shelves puppets puppet stage	keep electrical cords out of traffic lanes
2. Tell a story prose poem rhyme	book chair	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A JR X
Duty: Supervise Children in Literature Activities SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Criteria for selection durable versatile safe suitable to development level encourage imagination, use, exploration increases attention span develops cognitive and effective concepts stimulates language development		Principles of Development 1,3,4 (pg. 58)
Types of stories which appeal to children		
Choice of story for different age levels and needs		
Purposes of story telling		
Arrangement of room and group for telling and listening		Principles of Development 5 (pg. 58)
Methods of supervision gain attention use voice and body response to children's comments		
Techniques to encourage creativity and exploration		
Ways to redirect attention		
Follow-up activities		

LABORATORY

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
3. Tell a story with pictures books magazines art work photographs	books magazines art work photographs chair	
4. Tell a story with projection devices	film/filmstrip projector screen	correct use of electric equipment cords safety plugs

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Types of stories and pictures which appeal to children		Principles of Development 1,3,4 (pg. 58)
Choice of story and pictures for different age levels and needs		
Purposes of story telling		
Arrangement of room and group for: telling, listening, seeing		
Techniques of telling stories with pictures		
Methods of supervision: gain attention use of voice and body response to children's comments		Principles of Development 5 (pg. 58)
Techniques to encourage creativity and exploration		
Ways to redirect attention		
Follow-up activities		
Types of stories and films/filmstrips which appeal to children		Principles of Development 1,3,4 (pg. 58)
Choice of stories and films/filmstrips for different age levels and needs		
Purposes of story telling		
Arrangement of room and group for telling, listening, seeing		
Operation of projection devices		
Techniques of telling stories with projection devices		

LABORATORY

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
5. Tell a story with puppets	puppets puppet stage props and scenery	support puppet stage so it won't tip over

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Methods of supervision gain attention use of voice and body response to children's comments techniques to encourage creativity and exploration ways to redirect attention		
Follow-up activities		
Types of puppets		Principles of Development 1,3,4 (pg. 58)
Type of puppet stories which appeal to children		
Choice of story for different age levels and needs		
Purposes of story telling with puppets		
Arrangement of room and group for telling, listening and seeing		
Techniques of telling stories with puppets and hand puppets		
Methods of supervision gaining attention use of voice and body response to children's comments techniques to encourage creativity and exploration ways to redirect attention		
Follow-up activities		

LABORATORY

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
6. Tell a story with a flannel board	flannel board pictures scissors story tape paper glue	
7. Tell a story with a chalkboard	chalkboard/chalk eraser story	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Choice of story for different age levels and needs		Principles of Development 1,3,4 (pg. 58)
Purposes of storytelling with the flannel board		
Arrangement of room and group for telling, listening and seeing		
Techniques of telling stories with a flannel board		Principles of Development 5 (pg. 58)
Methods of supervision gaining attention use of voice and body response to children's comments techniques to encourage creativity and exploration ways to redirect attention		
Follow-up activities		
Types of stories which appeal to children		Principles of Development 1,3,4 (pg. 58)
Choice of story for different age levels and needs		
Purposes of storytelling with a chalkboard		
Arrangement of room and group for telling, listening and seeing		
Techniques of telling stories with a chalkboard		
Methods of supervision gaining attention use of voice and body response to children's comments techniques to encourage creativity and exploration ways to redirect attention		Principles of Development 5 (pg. 58)
Follow-up activities		

LABORATORY

Job Station: STORIES AREA A

Duty: Supervise Children in Literature Activities

JR X

SR ____

No. of Laboratories:

Rotation:

Task Statement	Materials/Supplies	Safety
8. Tell a story accompanied by children's actions	costumes props	maintain supervision of group to avoid accidents
9. Read a story prose poem rhyme	books magazines pamphlets	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A

Duty: Supervise Children in Literature Activities

JR X

SR ____

No. of Individualized Related Class Sessions:

Rotation:

Technical Content	Math Concepts	Science Concepts
Types of action stories which appeal to children		Principles of Development 1,3,4 (pg. 58)
Choice of story for different age levels and needs		
Purposes of storytelling using children's actions		
Arrangement of room and group for telling, listening and seeing and making movements		
Techniques of telling stories accompanied by children's actions		
Methods of supervision gaining attention use of voice and body response to children's comments		Principles of Development 5 (pg. 58)
Techniques to encourage creativity and exploration		
Follow-up activities		
Printed media suitable for children's stories		Principles of Development 1,3,4 (pg. 58)
Types of stories which appeal to children		
Criteria for selection of books, magazines, pamphlets, etc. durable colorful artistic suitable for developmental level stimulates interest, creativity and exploration encourages language development builds cognitive and affective concepts		
Purpose of reading stories		
Arrangement of room for reading and listening		

LABORATORY

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
10. Clean supplies, equipment and area	cleaners water pail cloths sponges eraser	careful use of cleaners eye irritants safety caps or out of reach of children skin irritants odor flammable
11. Repair supplies and equipment	tools: pliers hammer/nails screwdriver/screws glue needle, thread	correct use of tools
12. Store supplies and equipment	storage containers storage shelving	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A
Duty: Supervise Children in Literature Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Techniques of story reading gaining attention use of voice and body position of book, magazine		
Methods of supervision response to children's comments techniques for redirection of attention		
Techniques to encourage exploration and creativity		
Types of follow-up activities		
Types of cleaners and cleaning supplies		
Safety: in choice and use	measurement dry liquid	chemical reactions of cleaning agents
Suitability of cleaner to surfaces		
Methods for cleaning		
Ways to encourage children's help		
Tools and supplies to make simple repairs on fabric, wood, metal, plastics, electrical items		
Simple repairs to projecting equipment		
Simple repairs to teaching aids of fabric, plastic, metal and wood		
Types of storage commercial handcrafted		
Storage plans to: conserve energy stimulate use of area by children		
Storage requirements of different items		

LABORATORY

Job Station: STORIES AREA B
Duty: Supervise Children in Language Activities
JR x
SR

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Set up language area with supplies and equipment	record player/records tape recorder/tapes discrimination pictures magazines books puppets paper/pencil	use 3-prong plug
2. Talk with children		
3. Correct errors in grammar and/or pronunciation		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA B — JR X
Duty: Supervise Children in Language Activities — SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Criteria for selection versatile durable safe suitable to developmental levels and needs encourage child's use		Principles of Development 1 - 8 (pg. 58)
Techniques of working with groups and individual children		vibration of air through vocal cords
Ways to model correct language		physiology cleft palate tongue tied hare lip
Cultural patterns in language use		
Ways to encourage children to use language		
Developmental levels		
Cultural patterns in language use		
Common errors in children's speech		
Techniques for correcting language and pronunciation provide support modeling correction activities		

LABORATORY

Job Station: STORIES AREA B
Duty: Supervise Children in Language Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
4. Conduct language activities planned spontaneous incorporated into total program	paper/pencil pictures record player/records tape recorder/tapes puppets	proper use of record player and tape recorder
5. Clean equipment and supplies	cleaners cloths pail water sponges	proper use of cleaners: odors storage safety caps flammable skin irritants

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA B
Duty: Supervise Children in Language Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Methods of lesson planning		
Types of activities to develop specific skills: concepts listening correct speech impediment increase vocabulary develop reading readiness		
Techniques to encourage child participation		
Suitability of activities and equipment to: developmental level skills to develop		Principles of Development I - 8 (pg. 58)
Techniques for incorporating language activities into: spontaneous activities total program		
Ways to model correct language use		
Cultural patterns in use of language		
Types of cleaners and cleaning supplies		chemical reactions of cleaning agents
Methods of cleaning items: electrical, plastic, wood, fabric, metal, paper, cardboard		
Suitability of cleaner to surface		
Ways to encourage children to help		

LABORATORY

Job Station: STORIES AREA B
Duty: Supervise Children in Language Activities

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
6. Repair supplies and equipment	tools: hammer/nails screwdriver/screws pliers	correct use of tools unplug electrical cords before making simple repairs
7. Store supplies and equipment	storage shelves small storage containers	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA B
Duty: Supervise Children in Language Activities

JR X
SR ___

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Tools and supplies to make simple repairs on fabric, metals, wood, plastic, and electrical items		
Simple repairs for electrical equipment tape recorder record player		
Simple repairs to teaching aids: fabric wood metal plastic		
Types of storage commercial handcrafted		
Storage plans to: stimulate use of center by children conserve energy		
Storage requirements of different materials		

LABORATORY

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Pre-Math Experiences

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Set up math area with supplies and equipment	blocks beads balls buttons empty milk cartons dry measuring cups liquid measuring cups measuring spoons bottle caps colored clothes pins egg cartons sorting trays toy money different sized nails paper bags cake pans (different sizes) peg boards/pegs paper clips poker chips hourglass clock sun dial scales tape measure ruler yard and meter sticks glasses pitcher spoons bowls empty berry baskets small and large boxes empty thread spools toothpicks straws table/chair flannel board pencil/paper	
2. Conduct a counting activity	objects for counting containers for placing paper/pencil	avoid spilling keep small objects away from mouth and nose
3. Conduct a number symbol activity	objects numbers cardboard or flannel board	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Pre-Math Experiences

JR X
SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation:

Technical Content	Math Concepts	Science Concepts
Appropriate supplies and equipment Criteria for selection durable versatile safe appropriate to developmental level Concepts to develop Sources of supplies and equipment: commercial homecrafted	counting sorting classifying ordering time comparing	Principles of Development 1 - 8 (pg. 58)
Suitable counting activities for young children—methods of conduct counting activities	comparing numbers pairing or matching sets, sub sets cardinal numbers	Principles of Development 1,3,4,7 (pg. 58)
Appropriate number activities Ways to teach number recognition	cardinal numbers	Principles of Development 1,3,4,7 (pg. 58)

LABORATORY

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Pre-Math Experiences

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
4. Conduct a math activity with sets	objects sorting tray paper pencil	
5. Conduct an activity about plus	paper pencil numbers cardboard or flannel board objects for adding	
6. Conduct an activity about "more than" and "less than"	paper pencil numbers cardboard or flannel board objects for determining more or less	
7. Conduct an activity about time	clock hourglass kitchen timer sun dial paper pencil	correct use of electrical equipment
8. Conduct an activity about geometric shapes	cardboard shapes or flannel board cutouts pencil paper forms for tracing	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Pre-Math Experiences

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Suitable activities for developing concept of set	sets, sub sets	Principles of Development 1,3,4,7 (pg. 58)
Activities to teach plus Methods for teaching plus Ways to encourage experimentation	addition	Principles of Development 1,3,4,7 (pg. 58)
Suitable activities for "more than" and "less than" Methods for teaching "more than" and "less than"	comparison for numbers comparison of sets	Principles of Development 1,3,4,7 (pg. 58)
Variety of time activities suitable to developmental level Methods for teaching time concepts Ways to encourage exploration	time yesterday, today, tomorrow second, minute, hour day, week, month, year	Principles of Development 1,3,4,7 (pg. 58)
Suitable activities for developmental level Variety of methods for teaching shapes Ways to encourage: exploration cooperation	triangle, rectangle square, circle, diamond, heart, oval	Principles of Development 1,3,4,7 (pg. 58)

LABORATORY

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Pre-Math Experiences

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
9. Clean supplies, equipment and area	cleaners pail sponge water cloth	follow directions for use on labels
10. Repair supplies and equipment	tools hammer/nails screwdriver/screws glue	correct use of tools
11. Store supplies and equipment	storage shelves storage containers	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: SPECIAL ASSIGNMENT JR X
Duty: Supervise Children in Pre-Math Experiences SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Types of cleaners and cleaning supplies	measuring dry liquid	chemical reaction of cleaning agents
Safety in choice and use of cleaners		
Suitability of cleaner to surfaces		
Procedures for cleaning wood, plastic, fabric, metal and glass		
Simple tools and supplies		
Common repairs		
Simple repair procedures		
Types of storage commercial handcrafted		
Storage plans to encourage: self help in clean-up saving energy and time		

LABORATORY

Job Station: HEAD TEACHER
Duty: Assist Children with Arrival and Departure

JR X
SR

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Greet children upon arrival	name tags pins markers	use care when pinning on name tags
2. Assist with health check	thermometer	correct use of thermometer
3. Isolate sick child	cot sheet pail water face cloth towel change of clothing	always remain with sick child
4. Keep attendance records	attendance chart pen	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER
Duty: Assist Children with Arrival and Departure

JR X
SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Methods to encourage child to accept departure of parent		
Ways to communicate acceptance and warmth		
Ways to establish an inviting environment		
Scope of health check signs of illness types of records procedures for record keeping		
Procedures for caring for sick child		
Techniques of support and reassurance		
Necessary supplies, area and equipment for sick		
Procedures for contacting parent or guardian		
Types of records		
Procedures of record keeping		

LABORATORY

Job Station: HEAD TEACHER
Duty: Assist Children with Arrival and Departure
JR X
SR

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
5. Help child to dress or undress		
6. Help child enter activities		
7. Dismiss child to parent or guardian		Be sure you recognize parent, guardian, or person designated to pick up child

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER
Duty: Assist Children with Arrival and Departure

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Methods for encouraging self help with clothing: dress undress storage		Principles of Development 1,2,3,4,7,8 (pg. 58)
Ways to determine too much or not enough clothing		
Ways to establish an inviting physical environment		
Suitable "first" activities		
Ways to comfort and involve children having adjustment problems		
Methods for helping child accept: new situations new playmates routines		
Ways to help child leave happily with a desire to return		
Methods for identifying child with person they are to go with		
Procedures for supervision of group during dismissal rules activities routines		

LABORATORY

Job Station: HEAD TEACHER
Duty: Assist in Health Care of Children

JR X
SR

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
1. Treat minor injuries	first aid kit soap/water towel/cloth pencil first aid record form	correct use of first aid supplies
2. Conduct a health activity on dental care	water/sink toothbrush/tooth paste dental floss model of teeth	be sure each child uses only his own brush
3. Conduct a health activity on preventing the spread of respiratory infections	Kleenex microscope slides	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER

Duty: Assist in Health Care of Children

JR X

SR ____

No. of Individualized Related Class Sessions:

Rotation:

Technical Content	Math Concepts	Science Concepts
Scope of responsibilities of school		
Necessary supplies and equipment		
Emergency procedures		
Types of minor injuries		
Procedures for treating minor injuries		
Methods for comforting and reassuring child		
Record keeping procedures		
Types of suitable activities		parts of the tooth
Necessary supplies and equipment		growth of teeth
Concepts to be taught		decay patterns cavities placque use of floss
Lesson planning methods		
Methods of supervising the activity to encourage modeling, participation, and carryover		
Types of suitable activities		parts of the respiratory system
Necessary supplies and equipment		viruses bacteria
Concepts to be taught		
Lesson planning methods		
Methods of supervising the activity to encourage modeling, participation, and carryover		

LABORATORY

Job Station: HEAD TEACHER
Duty: Assist in Health Care of Children

JR X
SR ____

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
4. Supervise the children in emergency evacuation	attendance chart pencil	walk keep calm hold assigned child's hand
5. Collect personal health data for child	health data form pencil	
6. Conduct health activity on washing and bathing	soap sink or pan water/cloth/towel	keep soapy water out of eyes avoid spilling water

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER
Duty: Assist in Health Care of Children

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation:

Technical Content	Math Concepts	Science Concepts
Evacuation procedures for fire		
Evacuation procedures for tornado		
Methods of reassuring and comforting sick child		
Types of data to keep		
Purposes for keeping health records		
Record keeping procedures		
Legislation affecting collection and keeping of records		
Types of suitable activities		
Necessary supplies and equipment		
Concepts to be taught		
Lesson planning methods		
Methods of supervising the activity to encourage modeling, participation, and carryover		

LABORATORY JOB STATIONS

Second Rotation

LABORATORY

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Active Play

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Set up active play areas with supplies and equipment	outside climber swings sand area sand tools saddle mates tricycles wagons tunnels balls jump rope inside barrel rocking boat climber slide teeter-totter balance beams	correct size for age level
2. Conduct activities to develop large muscles		careful supervision proper care and handling

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Active Play

JR X
SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Types of equipment	counting	inertia and momentum
Criteria for selection safety versatility functions properly durable appropriate to developmental levels encourage independence and cooperation	measurement (sand)	Principles of Development 1 - 8 (pg. 58)
Lesson planning methods		
Types of activities for: climbing push/pull swinging crawling jumping sliding measuring kicking rocking throwing catching pedaling lifting digging		Principles of Development 1,2,3,4,7,8 (pg. 58)

LABORATORY

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Active Play

JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
3. Clean supplies and equipment	cleaners sponges cloths pail water	recommended procedures for cleaners: hand covering caution to eyes
4. Repair equipment	tools: wrenches pliers screwdriver/screws hammer oil sandpaper bolts	proper use of tools
5. Store equipment and supplies	storage area and cabinets	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: CREATIVE ARTS AREA
Duty: Supervise Children in Active Play

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Types of cleaners	measurement liquid solids	chemical reactions of cleaning agents
Use of cleaners work simplification safety of cleaners appropriate cleaners for different surfaces to be cleaned		
Essential tools and supplies		
Simple repair techniques		
Types of storage commercial home crafted		
Storage methods for better energy management		

LABORATORY

Job Station: TABLE ACTIVITIES AREA
Duty: Supervise Children in Sand-Water Activity

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Set up a sand and water area with supplies and equipment	sand sand area buckets molds water/hose drop cloth storage area measuring cups shovels sifters containers aprons paper water basins hose water water table brushes washcloths measuring cups small containers extra clothes straws soap boats sponges aprons sand	careful of sharp edges on accessory equipment water should stay in table or containers—not to drink
2. Conduct a math activity	measuring cups and spoons sand water aprons containers	keep sand and water in table away from eyes and mouth careful use of tools
3. Conduct a science activity with sand and/or water	sponges wood cotton metals containers	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: TABLE ACTIVITIES AREA
Duty: Supervise Children in Sand-Water Activity

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Criteria for selection durable versatile simple functions properly safe suitable to development level encourage imagination, exploration and cooperative play	measuring sand water	Principles of Development 1 - 8 (pg. 58)
Type of math activities using sand and water	measuring counting classifying	Principles of Development 1,2,3,4,7,8 (pg. 58)
Relationship of activity choice to stage of child's development		five sensory areas tactile alfactory gustatory visual auditory
Tools to use to develop concepts of: volume, number, size, conservation, categories, sets		
Lesson planning methods		
Types of science activity using sand and water		Principles of Development 1,2,3,4,7,8 (pg. 58)
Relationship of activity choice to stage of child's development		
Tools to use to develop concepts of form, texture, composition, floating/sinking solubility		
Lesson planning methods		

LABORATORY

Job Station: TABLE ACTIVITIES AREA
Duty: Supervise Children in Sand-Water Activities

JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
4. Supervise sand and/or water play		keep in table—off floor, out of eyes
5. Clean sand and water area	cleaners water cloths sponges broom/dust pan	sand and water on floors could cause falls
6. Store tools and equipment	storage containers storage cabinets	
7. Repair tools and equipment	screwdriver/screws hammer/nails needle/thread glue	proper use of tools

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: TABLE ACTIVITIES AREA JR X
Duty: Supervise Children in Sand-Water Activities SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Methods of supervision limit in number		Principles of Development 5 (pg. 58)
Tools and supplies for cleaning		chemical reactions of cleaning agents
Clean-up procedures work simplification safety considerations use of tools and supplies		
Ways to encourage children's self help in cleaning up		
Types of storage commercial handcrafted		
Storage methods for better energy management		
Storage requirements of metals, woods, plastics, and fabric that has been wet or in dirt		
Essential tools and supplies		
Procedures for making simple repairs on plastic, metal, wood or fabric items		
Maintenance requirements of: sand table/area water table permanent tools toys		

LABORATORY

Job Station: MUSIC AREA
Duty: Supervise Children in Carpentry Activities

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Set up a carpentry area with supplies, equipment and tools	hammer/nails vice/clamp saw brace/bit wood rasp sandpaper ruler/tape measure storage equipment work bench lumber pencils wire glue safety goggles	well constructed adult tools sturdy work bench eye protection
2. Conduct an activity in woodworking	tools wood sandpaper nails pencil ruler	correct use of tools—be a good example limit number of children in area

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: MUSIC AREA JR X
Duty: Supervise Children in Carpentry Activities SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Criteria for selection realistic durable versatile functions properly simple safe encourages imagination and experimentation suitable to developmental levels		Principles of Development 1 - 8 (pg. 58)
Lesson planning methods Methods and activities to stimulate interest adequacy of space and tools interesting tasks variety of construction materials Safety considerations use of tools degree of adult supervision Ways to encourage cooperation, exploration and independence use of media set up/clean-up	liner measurement feet inches centimeter millimeter meter	

LABORATORY

Job Station: MUSIC AREA
Duty: Supervise Children in Carpentry Activities

JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
3. Show the initial use of tools, equipment and woodworking supplies	tools supplies wood glue sandpaper pencil	correct use of tools, equipment and supplies handling in work area small number in group
4. Supervise carpentry activities		limit number of children
5. Clean tools, supplies and area	cleaners cloths broom/dust pan vacuum cleaner	
6. Repair tools and equipment	hammer/nails sandpaper pliers	correct use of tools
7. Store supplies and equipment	small containers tool cabinet storage shelves wood bin	store in closet cabinets needing adult supervision to open and operate

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: MUSIC AREA
Duty: Supervise Children in Carpentry Activities

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Procedures for using woodworking tools		
Suitable tools for specific materials, i.e. boards, plywood, cardboard, etc.	measurement centimeters millimeters meters	
Safety considerations in tool use		
Techniques of passive and active		
Ways to encourage exploration, cooperation and independence use of media set up/clean-up		
Methods of supervision		Principles of Development 5 (pg. 58)
Types of cleaners and supplies	measurement liquid dry	chemical reactions of cleaning agents
Methods of cleaning		
Safety consideration		
Essential tools and supplies		
Procedures for making simple repairs		
Types of storage commercial handcrafted		
Storage methods for better energy management		

LABORATORY

Job Station: STORIES AREA A
Duty: Supervise Children in Housekeeping Area

JR X
SR ___

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Set up a housekeeping area with props, supplies and equipment	stove refrigerator cupboards tables/chairs dishes/pans/silver play food housecleaning set food containers telephones doll house/people doll house furniture dolls doll bed doll carriage iron/board highchair dress-up clothes play money sink mirror rocker	check for: splinters sharp edges
2. Conduct and supervise a dramatic play activity	puppet stage—make store, etc. dress-up clothes food packages sacks telephone play money play food housekeeping furniture	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A JR X
Duty: Supervise Children in Housekeeping Area SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Criteria for selection durable versatile safe functions properly encourages dramatic play suitable to developmental levels		Principles of Development 1 - 8 (pg. 58)
Types of activities housekeeping grocery store clothing store		
restaurant	counting	
beauty/barber shop		
bank	classifying	
Purposes of dramatic play express emotions practice/explore roles		
Develop: imagination, language, math, science, social concepts, problem solving encourage cooperative play		
Methods of lesson planning		
Techniques of supervision to encourage exploration, creativity, use of materials		Principles of Development 5 (pg. 58)

LABORATORY

Job Station: STORIES AREA A
Duty: Supervise Children in Housekeeping Area

JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
3. Clean supplies and equipment	cleaners water pail cloths sponges	correct use of cleaners according to manufacturer's directions
4. Store supplies, tools and equipment	storage cabinets storage shelves	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA A
Duty: Supervise Children in Housekeeping Area

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Types of cleaners and cleaning supplies		
Safety in choice and use of cleaners		
Suitability of cleaners to surface		chemical reactions of cleaning agents
Methods of cleaning		
Ways to encourage children's self help in clean-up		
Types of storage commercial home crafted		
Methods of storage to conserve energy		
Stimulate use by children		

LABORATORY

Job Station: STORIES AREA B
Duty: Supervise Children in Block Area

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Set up block area with supplies and equipment	blocks-unit-hollow transportation equipment boards and ramps interlocking train and tugs traffic block storage	not rough or with splinters, loose nails stack blocks carefully
2. Conduct and supervise block area activities	blocks traffic signs paper markers hats transportation equipment	proper use of blocks not piled higher than head no throwing adequate supports drive safety

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORIES AREA B
Duty: Supervise Children in Block Area

JR X
SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Supplies and equipment used in block area Criteria for selection simple versatile durable safe stimulates imagination encourages use and cooperative play suitable to developmental level		Principles of Development 1 - 8 (pg. 58)
Types of activities: garage, car wash, airport, house, fire station, roads and bridges Ways to use blocks Methods of lesson planning Ways to arrange the block area	classifying counting ordering	Principles of Development 5 (pg. 58)

LABORATORY

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Science Experiences

JR X
SR ____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Set up a science area with supplies and equipment	tables water feed aquarium Terrarium cages jars prism resource books iron fillings thermometer magnifying glasses microscope magnets chairs storage scales plants fish animals minerals pictures	
2. Conduct a science activity about animals	animals food shelter or home book on care	handle animals safely
3. Conduct a science activity about plants	plants soil water stakes large tools small tools seeds pots string labels pencil	keep supplies away from mouth—some seeds and leaves are poisonous careful use of tools

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: SPECIAL ASSIGNMENT JR X
Duty: Supervise Children in Science Experiences SR ____

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Criteria for selection suitability to developmental levels encourages exploration, self expression, cognitive concepts development, stimulation of senses, language development, cooperation, empathy		Principles of Development 1,3,4,7 (pg. 58)
Types of animals land water air		classification
Types of science experience with animals		
Care of various animals needs procedure equipment		
Methods of presenting activities		
Techniques of supervising children's handling of the animals		Principles of Development 5 (pg. 58)
Concepts to be learned through using animals		birth, mating, death
Suitable activities for children		Principles of Development 1,3,4,7 (pg. 58)
Necessary supplies, equipment and tools		
Gardening procedures		
Methods of presenting activities		
Techniques of supervising children's activities with plants		Parts of plants stamen, pistil, leaf, stem and seed
Concepts to be learned through plants		

LABORATORY

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Science Experiences

JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
4. Conduct a science activity about the earth	rocks minerals shovel water polishing cloths	
5. Conduct a science activity about water	water containers objects for sinking/floating dyes to color water supplies for dissolving and non-dissolving refrigerator and freezer	avoid spills close supervision when using stove, steam

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Science Experiences
JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Suitable activities using rocks and minerals		Principles of Development 1,3,4,7 (pg. 58)
Necessary supplies, tools and equipment		
Procedures for using tools, supplies and equipment		
Procedures for working with rocks and minerals		
Methods of presenting activities		
Techniques of supervising children's use of rocks and minerals		
Concepts to learn through activities with rocks and minerals		hard/soft color texture weight size
Suitable activities		Principles of Development 1,3,4,7 (pg. 58)
Necessary supplies and equipment		
Procedures for using supplies and equipment		
Methods for presenting activities		
Techniques for supervising children's use of water		floating/sinking dissolving states of water frozen (solid) liquid gaseous
Concepts to be learned through water activities		

LABORATORY

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Science Experiences

JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
6. Conduct a science activity about weather and seasons	projector/film thermometer barometer rain gauge pictures	keep cords out of traffic patterns
7. Conduct a physics activity	small car/board scales magnets/iron filings dry cell wire nail	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Science Experiences

JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Suitable activities for children		Principles of Development 1,3,4,7 (pg. 58)
Necessary supplies, equipment and tools		
Procedure for use of projector, barometer, thermometer		
Methods of presenting activities		
Techniques of supervising children to encourage: curiosity concept development exploration		
Concepts to be learned about weather and seasons		the four seasons different weather conditions
Suitable activities		Principles of Development 1,3,4,7 (pg. 58)
Necessary supplies, tools and equipment		
Procedure for using tools and equipment		
Methods of presenting activities		
Techniques of supervision to: encourage curiosity concept development exploration		
Concepts to be learned through simple physics activities		gravity balance magnets electricity

LABORATORY

Job Station: SPECIAL ASSIGNMENT
Duty: Supervise Children in Science Experiences
JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
8. Conduct a chemistry activity	cooking supplies and equipment recipes cream to make butter ice stove refrigerator-freezer ingredients for smelling and tasting	
9. Clean supplies, equipment and area	cleaners pail water sponges shavings cloths disinfectant newspaper	follow label directions of cleaners
10. Store supplies and equipment	storage shelves storage containers	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: SPECIAL ASSIGNMENT

Duty: Supervise Children in Science Experiences

JR X

SR ____

No. of Individualized Related Class Sessions:

Rotation: Second

Technical Content	Math Concepts	Science Concepts
Suitable activities		Principles of Development 1,3,4,7 (pg. 58)
Types of supplies, tools and equipment		
Procedures for using tools and equipment		
Methods of presenting activities		
Techniques of supervision to encourage: curiosity concept development exploration		
Concepts to be learned through simple chemistry activities		changes in state of characteristics, substances
Types of cleaners and cleaning supplies		
Safety in choice and use of cleaners		chemical reactions of cleaning agents
Suitability of cleaners to surfaces		
Procedures for cleaning wood, metal, plastic, fabric and glass	measuring dry liquid	
Proper cleaning of pets and cages		
Types of storage commercial home crafted		
Storage plans to encourage use of area by children self help in clean-up		
Storage plans to save energy and time		

LABORATORY

Job Station: HEAD TEACHER
Duty: Assist with Field Trips

JR X
SR _____

No. of Laboratories: 4 sessions @ 3 hours each = 12 hours
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Plan field trip		orientation of staff and children to: transportation site
2. Conduct field trip	transportation adult supervisors	how to stay together how to be found after getting lost traffic hazards

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER
Duty: Assist with Field Trips

JR X
SR

No. of Individualized Related Class Sessions: 12 @ 1 hour each = 12 hours
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Interests of preschool children		
Available community resources		
Field trip expenses		
Procedures, forms and releases for field trips		
Conduct of field trip pre-planning guidance during follow-up		

LABORATORY

Job Station: HEAD TEACHER
Duty: Supervise Operation of the Nursery School Schedule
JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Coordinate activities according to daily laboratory schedule	daily schedule teacher's lesson plans	
2. Assist other teachers as needed	teacher's lesson plans	
3. Report problem to instructor		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER JR X
Duty: Supervise Operation of the Nursery School Schedule SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Daily schedule planned for nursery school laboratory		
Methods of child management		
Identification of situations which must be managed by the adult teacher		

LABORATORY

Job Station: HEAD TEACHER
Duty: Conduct Group Time with Children

JR X
SR ____

No. of Laboratories:
Rotation: Second

Task Statement	Materials/Supplies	Safety
1. Talk with children about the date and weather		
2. Plan an activity about date and weather		
3. Direct show and tell time for children		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER
Duty: Conduct Group Time with Children
JR X
SR ____

No. of Individualized Related Class Sessions:
Rotation: Second

Technical Content	Math Concepts	Science Concepts
Weather vocabulary temperature humidity barometer		
Calendar vocabulary day week month year		
"Show and Tell" schedule		
Methods of encouraging children to talk and share		

COURSE OUTLINE

Definition: Outline of the major instructional duties and tasks of the Senior Program

COURSE OUTLINE

Senior Program

The following are the 103 tasks in the eight duty areas of the Senior Child Care Services for the occupations of:

Nursery School Teacher
Elementary Teacher Aide
Exceptional Child Program Aide
Infant Care Aide

Duty: Assist the Elementary School Teacher

Tasks:

1. Supervise clean-up chores
2. Tell stories or read to children
3. Help children with alphabet and word attack skills
4. Operate filmstrip projectors, 16mm projectors, tape recorders and individual viewers
5. Type and duplicate instructional materials
6. Check out books, supplies, recreation and special equipment
7. Help children use toys, games or play equipment
8. Settle quarrels during play and help children learn to share
9. Tutor individual children
10. Conduct certain routine classroom activities
11. Collect milk, lunch, movie, picture, and other minor monies
12. Set up machines designed for individual instruction
13. Assist children with dressing difficulties
14. Distribute and collect lesson materials
15. Display children's work
16. Prepare materials for art, science and special projects
17. Help children learn to use machines designed for individual instruction
18. Listen to children
19. Make visual aids
20. Help check children's work
21. Help children with the basic writing skills
22. Check to see that children are following teacher's directions
23. Care for a small group of children while the teacher is busy with other children in another activity
24. Help organize, supervise, or referee educational or recreational games
25. Help supervise recess
26. Assist teacher on field trips
27. Run errands for the teacher
28. Gather supplemental books and materials for teacher and class
29. Model and emphasize good conduct and manners
30. Help children with counting and basic math computations

Duty: Assist Exceptional Children with Activities and Routines

Tasks:

1. Assist exceptional children with activities to increase attention span
2. Help maintain appearance of the classroom
3. Assist exceptional children with alphabet and word attack skills
4. Utilize equipment to assist exceptional children with large motor skills
5. Assist exceptional children with toileting needs
6. Assist exceptional children with basic number concepts
7. Redirect children to appropriate activities within the classroom and playground
8. Assist exceptional children with games
9. Read to exceptional children
10. Assist exceptional children with science activities
11. Help reduce the number of auditory and visual distractions in the classroom
12. Assist exceptional children with musical activities
13. Assist exceptional children with eating
14. Assist exceptional children with activities to increase small muscle coordination
15. Assist exceptional children with self dressing skills

Duty: Care for Infants

Tasks:

1. Prepare the environment for safe use
    a. Crib area
    b. Crawling area
    c. Dressing-bathing area
    d. Feeding area
2. Bathe infants
3. Assist older infants with self-help skills
    a. Toileting
    b. Eating
    c. Walking
4. Make home-made toys from simple patterns and toys from household articles
5. Store supplies and equipment
6. Prepare formulas
7. Select toys and experiences to stimulate the infant's vocalization
8. Select toys and experiences to stimulate the infant to touch and feel
9. Clothe infants
10. Change infants diapers
11. Talk with infant to stimulate vocalization
12. Feed infants
13. Clean and sanitize supplies and equipment used by or for the infant

Duty: Carry Out the Tasks of the Head Teacher

1. Plan and develop a weekly theme for the nursery school
2. Prepare correspondence to go home to parents regarding children's activities
3. Show the initial use of tools and media for drawing, coloring, painting, printing
4. Clean tools, equipment and area
5. Write major objectives for the week
6. Set up play areas in the nursery school to accomplish objectives
7. Plan the food for the week
8. Set up supplies for flatwork; drawing, coloring, painting and printing (at the easel)
9. Set up manipulative activity center with supplies and equipment
10. Lead children in musical activities
11. Supervise nursery school assistants
12. Plan individual and group activities based upon theme
13. Plan for use of large equipment and its storage
14. Supervise manipulative activities
15. Conduct and supervise activities to develop large muscles (swings)
16. Plan and prepare nursery school schedule
17. Plan and assemble all supplies and equipment
18. Prepare visual aids to be used with the theme

Duty: Carry Out the Tasks of Story Teacher A
Duty: Carry Out the Tasks of Story Teacher B

1. Sanitize equipment, utensils and food preparation area
2. Set up literature area with supplies and equipment
3. Clean supplies, equipment and housekeeping area
4. Tell stories
5. Conduct and supervise dramatic play activities
6. Clean supplies, equipment and block area
7. Conduct and/or supervise block area activities
8. Set up the block area with supplies and equipment

Duty: Carry Out the Tasks of the Art Teacher

1. Conduct and supervise activities to develop large muscles (climber)
2. Conduct a three-dimensional project
3. Show the initial use of tools and media for drawing, coloring, painting, printing
4. Set up area for modeling with supplies and equipment
5. Set up supplies for flatwork; drawing, coloring, painting and printing
6. Prepare food for children
7. Clean tools, equipment and area

Duty: Carry Out the Tasks of the Learning Corner Teacher

1. Set up a science area with supplies and equipment
2. Clean tools, equipment and the learning corner area
3. Greet children upon arrival
4. Set up language area with supplies and equipment
5. Set up the eating area
6. Conduct and supervise activities to develop large muscles (wheel toys)
7. Conduct planned and/or spontaneous language activities with children
8. Set up math area with supplies and equipment
9. Keep attendance records
10. Conduct an activity about numbers, counting, symbols, etc.
11. Serve the food to children
12. Conduct an activity about plants, animals, etc.

GROUPING AND SEQUENCING

Grouping: Series of duties and tasks grouped together and organized for instructional purposes under the heading of job stations

Sequencing: Arrangement of tasks into the most appropriate order for efficient and effective learning

Job: ELEMENTARY TEACHER AIDE

Duty: Assist the Elementary School Teacher

Tasks:

1. Conduct certain routine classroom activities
2. Distribute and collect lesson materials
3. Check to see that children are following teacher's directions
4. Tell stories or read to children
5. Listen to children read
6. Help children with alphabet and word attack skills
7. Help children with the basic writing skills
8. Help children with counting and basic math computations
9. Care for a small group of children while the teacher is busy with other children in another activity
10. Tutor individual children
11. Help children learn to use machines designed for individual instruction
12. Supervise clean-up chores
13. Assist children with dressing difficulties
14. Help supervise recess
15. Help organize, supervise, or referee educational or recreational games
16. Help children use toys, games, or play equipment
17. Settle quarrels during play and help children learn to share
18. Model and emphasize good conduct and manners
19. Assist teacher on field trips
20. Operate filmstrip projectors, 16mm projectors, tape recorders, and individual viewers
21. Set up machines designed for individual instruction
22. Gather supplemental books and materials for teacher and class
23. Display children's work
24. Make visual aids
25. Prepare materials for art, science, and special projects
26. Run errands for the teacher
27. Type and duplicate instructional materials
28. Help check children's work
29. Collect milk, lunch, movie, picture, and other minor monies
30. Check out books, supplies, recreational, and special equipment

Job: EXCEPTIONAL CHILD PROGRAM AIDE

Duty: Assist Exceptional Children with Activities and Routines

Tasks:

1. Assist exceptional children with alphabet and word attack skills
2. Assist exceptional children with basic number concepts
3. Read to exceptional children
4. Help reduce the number of auditory and visual distractions in the classroom
5. Redirect children to appropriate activities within the classroom and playground
6. Assist exceptional children with activities to increase attention span
7. Assist exceptional children with activities to increase small muscle coordination
8. Assist exceptional children with musical activities
9. Assist exceptional children with science activities
10. Utilize equipment to assist exceptional children with large motor skills
11. Assist exceptional children with games
12. Assist exceptional children with self dressing skills
13. Assist exceptional children with toileting needs
14. Assist exceptional children with eating
15. Help maintain appearance in the classroom

Job: INFANT CARE AIDE

Duty: Care for Infants

Tasks:

1. Bathe infants
2. Clothe infants
3. Change infants diapers
4. Feed infants
5. Prepare formulas
6. Prepare the environment for safe use
    a. Crib area
    b. Crawling area
    c. Dressing-bathing area
    d. Feeding area
7. Clean and sanitize supplies and equipment used
8. Store supplies and equipment
9. Talk with infant to stimulate vocalization
10. Select toys and experiences to stimulate the infant's vocalization
11. Select toys and experiences to stimulate the infant to touch and feel
12. Make home-made toys from simple patterns and toys from household articles
13. Assist older infants with self-help skills
    a. Toileting
    b. Eating
    c. Walking

Job: NURSERY SCHOOL TEACHER

Duty: Carry Out the Daily and Weekly Tasks of Head Teacher

A. Daily Tasks

1. Set up supplies for flatwork; drawing, coloring, painting and printing (at the easel)
2. Show the initial use of tools and media for drawing, etc.
3. Set up manipulative activity center with supplies and equipment
4. Supervise manipulative activities
5. Lead children in musical activities
6. Conduct and supervise activities to develop large muscles (swings)
7. Clean tools, equipment and area

B. Weekly Tasks

8. Plan and develop a weekly theme for the nursery school
9. Write major objectives for the week
10. Plan and prepare nursery school schedule
11. Plan the food for the week
12. Plan individual and group activities based upon theme
13. Prepare visual aids to be used with the theme

14. Plan and assemble all supplies and equipment
15. Plan for use of large equipment and its storage
16. Set up play areas in the nursery school to accomplish objectives
17. Prepare correspondence to go home to parents regarding children's activities
18. Supervise nursery school assistants

Duty: Carry Out the Tasks of Story Teacher A

1. Set up literature area with supplies and equipment
2. Tell stories
3. Conduct and supervise dramatic play activities
4. Clean supplies, equipment and housekeeping area
5. Sanitize equipment, utensils and food preparation area

Duty: Carry Out the Tasks of Story Teacher B

1. Set up literature area with supplies and equipment
2. Tell stories
3. Set up the block area with supplies and equipment
4. Conduct and/or supervise block area activities
5. Clean supplies, equipment and block area
6. Sanitize equipment, utensils and food preparation area

Duty: Carry Out the Tasks of Art Teacher

1. Set up supplies for flatwork; drawing, coloring, painting and printing
2. Show the initial use of tools and media for drawing, etc.
3. Set up area for modeling with supplies and equipment
4. Conduct a three-dimensional project
5. Prepare food for children
6. Conduct and supervise activities to develop large muscles (climber)
7. Clean tools, equipment and area.

Duty: Carry Out the Tasks of Learning Corner Teacher

1. Set up language area with supplies and equipment
2. Conduct planned and/or spontaneous language activities with children

or

3. Set up math area with supplies and equipment
4. Conduct an activity about numbers, counting, symbols, etc.

or

5. Set up a science area with supplies and equipment
6. Conduct an activity about plants, animals, etc.

and

7. Greet children upon arrival
8. Keep attendance records
9. Set up the eating area
10. Serve the food to children
11. Conduct and supervise activities to develop large muscles (wheel toys)
12. Clean tools, equipment and the learning corner area

COURSE OBJECTIVES

Definition: Instructional goals for the Senior Program stated in measurable terms including student behavior, conditions and standards of acceptable performance

CHILD CARE SERVICE OBJECTIVES

Junior Program

Job:

1. Elementary Teacher Aide

   Students will assist the elementary school teacher with routines, learning activities, equipment, and the supervision of children in the classrooms at 80% proficiency of the total list of tasks.

2. Exceptional Child Program Aide

   Students will assist the exceptional child with learning activities and daily routines in the classroom at 80% proficiency of the total list of tasks.

3. Infant Care Aide

   Students will care for the infant's physical needs, make and/or select toys and activities to stimulate the infant, and use, clean and store equipment in the center at 80% proficiency of the total list of tasks.

4. Nursery School Teacher

   A. Head Teacher:

   Daily Objectives: Students will set up and conduct activities at the easels, in the manipulative play area, outdoor activity area, and music area, plus clean and store supplies and equipment in the nursery school at 80% proficiency of the total list of tasks.

   Weekly Objectives: Students will plan and develop a theme for use in the nursery school including objectives, schedules, activities, supplies and equipment plus supervise assistants in the nursery school at 80% proficiency of the total list of tasks.

   B. Story Teacher A:

   Students will set up and conduct story objectives in the literature area, supervise dramatic play activities, plus clean and store supplies and equipment in the housekeeping and food preparation areas in the nursery school at 80% proficiency of the total list of tasks.

   C. Story Teacher B:

   Students will set up and conduct story activities in the literature area, supervise block area activities, plus clean and store supplies and equipment in the block area and food preparation area in the nursery school at 80% proficiency of the total list of tasks.

D. Art Teacher:

Students will set up and conduct an art activity, show the use of tools and/or media, prepare food for children's snack and help serve; clean and store supplies and equipment in the nursery school at 80% proficiency of the total list of tasks.

E. Learning Corner Teacher:

Students will set up and conduct a language, math or science activity, greet children, set up the eating area and serve food, plus help supervise activities to develop large muscles, and clean and store supplies and equipment in the nursery school at 80% proficiency of the total list of tasks.

ORGANIZATIONAL STRATEGIES

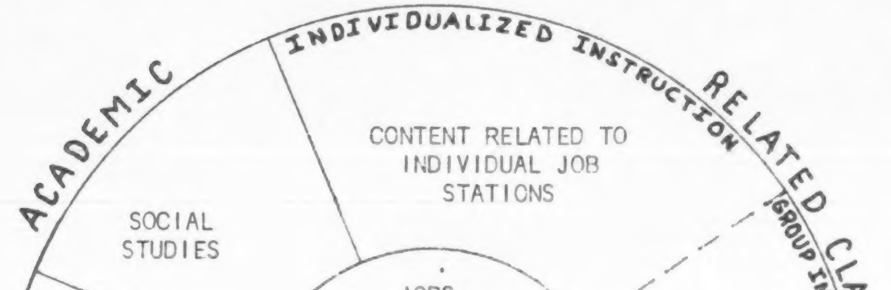
Definition: Methods of organizing and managing the instructional setting including facilities, equipment, materials, students and time, in order for students to achieve proficiency in the occupation.

ORGANIZATIONAL STRATEGIES

Senior Program

Core Curriculum

The diagram shows the organization of the curriculum for the senior child care service program around the occupational cores of: 1) Nursery School Teacher, 2) Elementary Teacher Aide, 3) Infant Care Aide, and 4) Exceptional Child Program Aide. Content is presented through both individualized instruction and group instruction during 90 minutes of related class. Technical skills, work habits and attitudes are developed and practiced through experiences with 3-year-old children in the three hour laboratory nursery school and on field experience work stations with infants through third grade. Social Studies taught during the 45-minute academic segment completes the daily curriculum.


ACADEMIC
INDIVIDUALIZED INSTRUCTION
RELATED CLASS
SOCIAL STUDIES
CONTENT RELATED TO INDIVIDUAL JOB STATIONS
GROUP INSTRUCTION
CONTENT RELATED TO ALL JOB STATIONS
JOBS
Elementary Teacher Aide
Exceptional Child Program Aide
Infant Care Aide
Nursery School Teacher
TECHNICAL SKILLS
WORK ATTITUDES
WORK HABITS
IN-SCHOOL LABORATORY
TECHNICAL SKILLS
WORK ATTITUDES
WORK HABITS
FIELD SITE LABORATORY
LABORATORY

I. PLAN OF INSTRUCTION

A. Yearly Plan for Coordinating Laboratory and Related Instruction:

The following chart shows the yearly design for coordinating practice of tasks with related class. At the start of the year a four-week orientation period of 4.5 hours per day covers knowledge basic to all job stations in the laboratory and on field experience stations. After the orientation period students enter the rotation of job stations at which time the total class is divided into four equal groups. Three groups are placed in the community on field experience sites. The fourth group is responsible for operating the morning session of the in-school laboratory. Students are assigned to each of the four sites for 8-week periods.

The 1½-hour related class is divided into thirty minutes of common instruction with the entire group of 20 students and sixty minutes of individualized instruction consisting of packets which relate directly to the students assigned in-school laboratory and field site job stations.

During the 32 weeks after orientation, students are able to complete one cycle of the four job stations.

YEARLY PLAN FOR COORDINATING LABORATORY, FIELD SITES AND RELATED CLASS INSTRUCTION

ORIENTATION

Aug. 31 Sept. 24	4.5 hours daily	No pre-school nursery or field site experience

LABORATORY - 3 hours

RELATED CLASS-90 min.

	Job Stations		Group Instruction	Individualized Instruction
	Field Exp. Sites	MAJVS N.S.	30 minutes	60 minutes
Sept. 27 May 28	INFANT CARE AIDE - 5 students EXCEPTIONAL CHILD PROGRAM AIDE - 5 students ELEMENTARY TEACHER AIDE - 5 students	NURSERY SCHOOL TEACHER - 5 students 1. Head Teacher 2. Learning Corner Teacher 3. Story Teacher-A 4. Story Teacher-B 5. Art Teacher	World of Work Theories of Child Development Prenatal Development Space and Equipment Consumer Economics FHA/HERO	NURSERY SCHOOL TEACHER - 5 students 1. Head Teacher 2. Learning Corner Teacher 3. Story Teacher-A 4. Story Teacher-B 5. Art Teacher INFANT CARE AIDE - 5 students EXCEPTIONAL CHILD PROGRAM AIDE - 5 students ELEMENTARY TEACHER AIDE - 5 students

B. Selection of Laboratory and Field Site Activities:

1. In-School

Laboratory experiences that build job skills for the high school student are determined by the daily schedule and the activities planned for the nursery school. The students have a variety of experiences both with individual children and in working with groups of children each day. Each student is assigned to one of the five job stations in the preschool laboratory and is in charge of planned activities for that station. The students must complete a lesson plan, conduct the activity and hand in an evaluation of the activity at the end of the laboratory period.

2. Field Experience Job Stations

The selection of activities is determined by the teacher in charge of the field experience site with whom each student will work and by the type of children involved.

C. Source of Children for Laboratory and Field Site Job Stations:

The children in the laboratory nursery school are the source of practical work for students practicing the group of tasks for the Nursery School Teacher. In each of the other areas: 1) Elementary Teacher Aide, 2) Exceptional Child Program Aide, and 3) Infant Care Aide, the source of practical work is the children enrolled in the schools or centers serving as field experience job stations.

D. Student Supplies:

Seniors in the program pay a fee of $20.00 per year for materials and supplies (workbooks, etc.) supplied to them by the board of education of the district.

E. Nursery School Financial Arrangements:

Supplies for the in-school laboratory are purchased from monies paid by parents of the children in the nursery school. The nursery school tuition is $20.00 per month per child. These monies are used to purchase paper, paint, tissues, food, etc. All materials and supplies purchased with these monies come back to benefit the children.

Supplies for the field experience stations are provided by those schools or centers where students are placed.

II. LABORATORY ORGANIZATION

The following chart depicts the instructional time allotted to each student job station for 32 weeks.

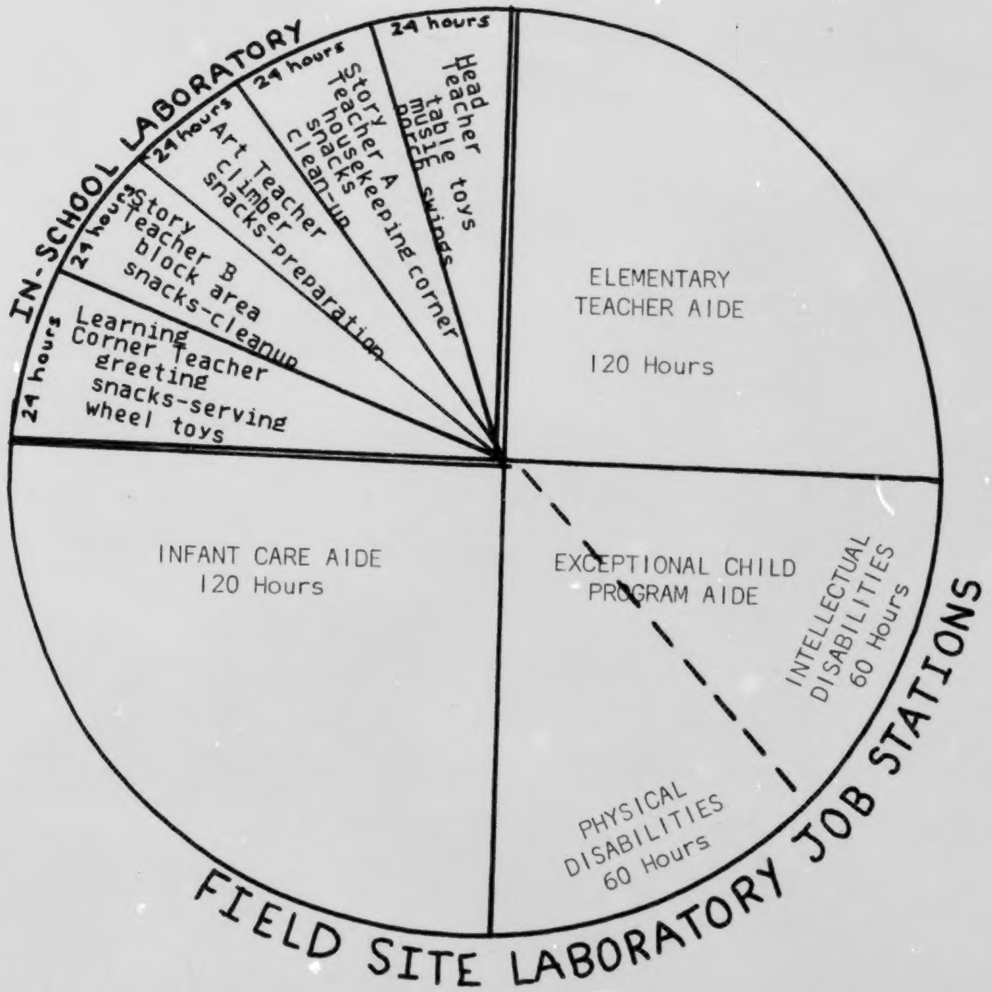
The task-oriented part of the curriculum is presented by students practicing in actual jobs within the occupation. The students are divided into four equal groups and operate on the following basis:

> One group operates the nursery school program for 3-year-olds daily in the school contained laboratory. As nursery school teachers, individual students are assigned to the following duty stations: 1) Head Teacher, 2) Art Teacher, 3) Story Teacher-A, 4) Story Teacher-B, and 5) Learning Corner Teacher.
>
> A second group of students is placed in various regular elementary classrooms within the Zanesville City School District. Each student is individually assigned to a teacher with whom she works for the eight-week period.
>
> A third group is assigned to selected classrooms for exceptional children. These include programs for the hearing and visually impaired, orthopedic programs, and programs for educable mentally retarded children with learning disabilities. Each student spends four weeks in a program for children with physical disabilities and four weeks in a program for children with intellectual disabilities.
>
> A fourth and final group is assigned to the Infant Care Aide portion of the program where each student is placed in a center which cares for infants.

At the end of each eight-week period, groups rotate so that students will have experience in all four job areas by the end of the senior year.

LABORATORY ORGANIZATION

A. Instructional Time by Laboratory and Field Site Job Stations for 32 Weeks = 480 hours.



B. Job: Nursery School Teacher — Rotation of duty assignments for 8 weeks

The following charts illustrate the rotation of students through the job stations of the in-school nursery. Each of the four student groups is assigned to this experience for eight weeks. The supportive routines of snacks, arrival and departure, rest and toileting are incorporated into the tasks of the five job stations.

1. Weeks I, II, III: Students will rotate through duty assignments daily as indicated by the following chart.

Student	No.	Days of the Week	Head Teacher	Story Teacher A	Art Teacher	Story Teacher B	Learning Corner Teacher
Ann	1	Mon	1	2	3	4	5
Becky	2	Tues	5	1	2	3	4
Cathy	3	Wed	4	5	1	2	3
Debbie	4	Thur	3	4	5	1	2
Erin	5	Fri	2	3	4	5	1

2. Weeks IV, V, VI, VII, VIII: Students will rotate through duty assignments weekly as indicated by this chart.

		Head Teacher	Story Teacher A	Art Teacher	Story Teacher B	Learning Corner Teacher
IV	Monday	1	2	3	4	5
IV	Tuesday	1	2	3	4	5
IV	Wednesday	1	2	3	4	5
IV	Thursday	1	2	3	4	5
IV	Friday	1	2	3	4	5
V	Monday	2	3	4	5	1
V	Tuesday	2	3	4	5	1
V	Wednesday	2	3	4	5	1
V	Thursday	2	3	4	5	1
V	Friday	2	3	4	5	1
VI	Monday	3	4	5	1	2
VI	Tuesday	3	4	5	1	2
VI	Wednesday	3	4	5	1	2
VI	Thursday	3	4	5	1	2
VI	Friday	3	4	5	1	2
VII	Monday	4	5	1	2	3
VII	Tuesday	4	5	1	2	3
VII	Wednesday	4	5	1	2	3
VII	Thursday	4	5	1	2	3
VII	Friday	4	5	1	2	3
VIII	Monday	5	1	2	3	4
VIII	Tuesday	5	1	2	3	4
VIII	Wednesday	5	1	2	3	4
VIII	Thursday	5	1	2	3	4
VIII	Friday	5	1	2	3	4

III. Coordination of Laboratory and Related Class

A. Related Class—Group Instruction: Composed of content common to all job stations sequenced by order of most basic, first need, or simple to complex; information is taught during a portion of total related class time through group instruction.

B. Related Class—Individualized Instruction: Technical knowledge accompanying the performance of tasks. Information is taught during the remaining portion of related class time through individualized instruction correlated directly to the tasks performed on assigned job stations in the laboratory.

C. Laboratory: Instruction in the actual performance of skills; includes auxiliary information essential to the task.

A. Related Class: Group Instruction

I. Timeline for Group Instruction 1976-77 (162.5 hours)

August 31 - September 24: Orientation

Organization and FHA/HERO	9 hours
Zanesville City Schools Orientation Program	18 hours
Typing	18 hours
Record Keeping	18 hours
Office Machines and Audio Visual Equipment	18 hours
18 days @ 4.5 hours per day =	81 hours total

September 27, 1976 through October 22, 1976

World of Work (18 days)	9 hours
FHA/HERO (2 days)	1 hour

October 25, 1976 through November 19, 1976

Theories of Child Development (18 days)	9 hours
FHA/HERO (2 days)	1 hour

November 22, 1976 through December 22, 1976

FHA/HERO Annual Christmas Project (21 days)	10.5 hours

January 3, 1977 through February 11, 1977

Prenatal Development (28 days)	14.0 hours
FHA/HERO (2 days)	1.0 hours

February 14, 1977 through March 25, 1977

Space and Equipment (27 days)	13.5 hours
FHA/HERO (3 days)	1.5 hours

March 28, 1977 through May 24, 1977

Consumer Economics (35 days)	17.5 hours
FHA/HERO (4 days)	2.0 hours

May 25, 1977 through May 27, 1977

Testing and graduation practices (3 days)	1.5 hours
163 days @ 30 minutes per day =	81.5 hours total

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: August 31 - September 3

JR ____
SR X

Hours of Instruction: 4 days @ 4.5 hours per day = 18 hours

Common Knowledge	Math Concepts	Science Concepts
Tuesday Roll Call Distribution of: forms workbooks student handbook Classroom Procedures		
Inventory Supplies and Equipment	adding and subtracting	
Set Up Nursery School		
Wednesday Inventory and Set Up, continued FHA/HERO		
election of officers selection of committee	majority plurality	
program ideas and suggestions		
Thursday Typing lessons 1-2 parts of typewriter finger position keystroking and spacing home keys margin stops Recordkeeping - types of records Office Machines and Audio-Visual Equipment spirit duplicator use and maintenance		
Friday Zanesville City Schools Basic orientation workshop		

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: September 7 - 10

JR ____
SR X

Hours of Instruction: 4 days @ 4.5 hours per day = 18 hours

Common Knowledge	Math Concepts	Science Concepts
Tuesday		
Typing lessons 3-4 h,e, and left shift key Pica and Elite type	number of characters per inch	
Recordkeeping Office machines and AV equipment mimeograph-use and maintenance	receipts	
Wednesday		
Typing lessons 5-6 i,t, and . (period) jammed keys		
Recordkeeping - collecting and recording monies Office machines and AV equipment Xerox copier and Thermofax-use and maintenance	making change	
Thursday		
Typing lessons 7-8 u,c, and right shift key reinforcement practice		
Recordkeeping ledgers petty cash Office machines and AV equipment projection screens and slide projector-use and maintenance	adding subtracting	
Friday		
Zanesville City Schools reading workshop		

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: September 13 - 17

JR ___
SR X

Hours of Instruction: 5 days @ 4.5 hours per day = 22.5 hours

Common Knowledge	Math Concepts	Science Concepts
Monday		
Typing lessons 9-10 ribbon control r, O, and z technique practice		
Recordkeeping - filing systems Office machines and AV equipment filmstrip projectors use and maintenance		
Tuesday		
Typing lessons 11-12 backspacing g,n, and w tab mechanism control		
Recordkeeping - filing systems Office machines and AV equipment 8mm and 16 mm projectors use and maintenance		
Wednesday		
Typing lessons 13-14 tabulating p,v, and , (comma)		
Recordkeeping - library catalog systems	order of numbers	
Office machines and AV equipment overhead projector use and maintenance		
FHA/HERO committee meetings		

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: September 13 - 17

JR ____
SR X

Hours of Instruction:

Common Knowledge	Math Concepts	Science Concepts
Thursday		
Typing lessons 15-16 q,m, and x reinforcement practice		
Recordkeeping - checking books in and out of library	date	
Office machines and AV equipment opaque projector use and maintenance		
Friday		
Zanesville City Schools mathematics workshop		

RELATED CLASS
GROUP INSTRUCTION

Title: ORIENTATION
Date: September 20 - 24

JR ____
SR X

Hours of Instruction: 5 days @ 4.5 hours each = 22.5 hours

Common Knowledge	Math Concepts	Science Concepts
Monday Typing lessons 17-18 y,b, and ? (question mark) Paragraph typing Reinforcement practice Recordkeeping— mending and cataloging books Office Machines and AV equipment—Tape Recorder use and maintenance		
Tuesday Typing lessons 19-20 corrections progress check Recordkeeping— making, accepting and relaying messages Office Machines and AV equipment—Equipment for individualized instruction		
Wednesday Typing lesson 21 business letters Recordkeeping— writing business letters Office Machines and AV equipment—Equipment for individualized instruction		
Thursday Typing lesson 22 Spirit Masters Recordkeeping— grading practices Office Machines and AV equipment use of equipment in making visual aids, instructional materials	percent	
Friday Zanesville City Schools Child Management Workshop		

RELATED CLASS
GROUP INSTRUCTION

Title: WORLD OF WORK
Date: September 27 - October 22

JR ____
SR X

Hours of Instruction: 20 days @ 30 minutes per day = 10 hours

Common Knowledge	Math Concepts	Science Concepts
September 27 - October 1		
Job opportunities types of jobs salaries working conditions	calculating deductions	
FHA/HERO planning for year assignment of committees		
Procedures for completing application forms		
October 4-8		
Procedures for writing letters of application, personal data sheets, etc.		
Forms necessary for student workers work permit withholding health record references others specific to circumstances		
October 11-15		
Employee qualities grooming dress manners punctuality attention to work discretion in regard to confidential information		
FHA/HERO look at yourself Encounter		
October 18-22		
Interview techniques Characteristics specific to jobs in child care services		

RELATED CLASS
GROUP INSTRUCTION

Title: THEORIES OF CHILD DEVELOPMENT
Date: October 25 - November 19

JR
SR X

Hours of Instruction: 20 days @ 30 minutes per day = 10 hours

Common Knowledge	Math Concepts	Science Concepts
October 25-29 Psychoanalytic theory Sigmund Freud Psychosocial theory Erik Erikson Individual perception theory Alfred Adler Basic Human Needs - Maslow FHA/HERO selection of Christmas project and assignment of production activities		
November 1-5 Developmental maturational theory - Arnold Gesell growth patterns influences of heredity Sociocultural, anthropological theories Ashley Montague Margaret Mead Ruth Benedict Robert Havighurst		
November 8-12 Developmental psychology theory - Jean Piaget Behaviorist theories B. F. Skinner Jerome Bruner FHA/HERO resource person or field trip to Newark Montessori School		
November 15-19 Interactional Nature-nurture theory - Maria Montessori Concepts underlying major theories Theories in operation		Principles of Development 1 - 8 (pg. 58)

RELATED CLASS
GROUP INSTRUCTION

Title: HERO ANNUAL CHRISTMAS PROJECT
Date: November 22 - December 22

JR ____
SR X

Hours of Instruction: 20 days @ 30 minutes per day = 10.5 hours

Common Knowledge	Math Concepts	Science Concepts
FHA/HERO The annual FHA/HERO project is selected by vote of our chapter. Students propose, discuss, and select an idea from many suggested by the membership. After the project is selected, students organize a production schedule, order supplies, obtain equipment, and "manufacture" the items. The completed articles are given to the children in the nursery school at the Christmas party on the last day of school before Christmas. In past years, students have made puppets, activity books (made of cloth, requiring children to snap, button, zip, etc.), and teddy bears with clothing designed to help children improve self-help skills.		

RELATED CLASS
GROUP INSTRUCTION

Title: PRENATAL DEVELOPMENT
Date: January 3 - February 11

JR ____
SR X

Hours of Instruction: 30 days @ 30 minutes per day = 15 hours

Common Knowledge	Math Concepts	Science Concepts
January 3-7		
Human anatomy and physiology		
Process of conception		
Inherited tendencies		
Prenatal environment		
Early life of fertilized egg		
influence of hormones		
implantation		
January 10-14		
Factors affecting family planning		
Techniques of family planning		
contraception-male, female		
Agencies assisting in family planning		
FHA/HERO		
speaker, Planned Parenthood		
January 17-21		
Symptoms of pregnancy		
Medical supervision		
general physical examination		
pelvic examination		
laboratory tests		
Exercises appropriate for pregnancy		
Nutrition-eating for two	measuring	
January 24-28		
Complications of pregnancy		
Rh factor		
diabetes		
edema		
toxemia		
rubella		
venereal disease		
drug addiction		
spontaneous abortion		

RELATED CLASS
GROUP INSTRUCTION

Title: PRENATAL DEVELOPMENT
Date: January 3 - February 11
Hours of Instruction:

JR ____
SR X

Common Knowledge	Math Concepts	Science Concepts
January 1 - February 4 Development of the fetus first trimester Hazards of the first trimester Development of the fetus second trimester third trimester Delivery-natural, caesarean Medical techniques- anesthesia, sterile environment FHA/HERO speaker Bethesda Hospital: film-Birth of a Baby February 7-11 Characteristics of the three stages of labor Hospital care	definition of trimester	Principles of Development 1 - 8 (pg. 58)

RELATED CLASS
GROUP INSTRUCTION

Title: SPACE AND EQUIPMENT
Date: February 14 - March 25

JR ____
SR X

Hours of Instruction: 30 days @ 30 minutes per day = 15 hours

Common Knowledge	Math Concepts	Science Concepts
February 14-18		
Curricula of child care centers		
Federal, state and local regulations governing child care centers		
Suggested space requirements (NAEYC-ACEI)	area square feet	
FHA/HERO Discussion: How to start a day care center		
February 21-25		
Criteria for selecting indoor and outdoor play equipment		
Criteria for selecting indoor and outdoor play materials		
Suppliers of early childhood education equipment and supplies		
Principles of efficient storage		
Flexibility of multi-use equipment		
February 28 - March 4		
Effects of physical environment on children humidity temperature lighting noise level		Principles of Development 4,5,6 (pg. 58)
FHA/HERO Speaker: Using colors in room design		
March 7-11		
Interior design materials floor coverings window treatments walls woodwork		
Care and maintenance of materials		
Effects of color on emotions		
Considerations in planning color		

RELATED CLASS
GROUP INSTRUCTION

Title: SPACE AND EQUIPMENT
Date: February 14 - March 25
Hours of Instruction:

JR ____
SR X

Common Knowledge	Math Concepts	Science Concepts
March 14-18 Specific activity centers-work areas within the child care center—activities taking place—equipment and materials needed		
March 21-25 Floor plans drawing (indoor-outdoor) placing equipment FHA/HERO Speaker: Drafting Instructor—understanding floor plans, blueprints, square feet, scale drawings	scale	

RELATED CLASS
GROUP INSTRUCTION

Title: CONSUMER ECONOMICS
Date: March 28 - May 24

JR ____
SR X

Hours of Instruction: 34 days @ 30 minutes per day = 17 hours

Common Knowledge	Math Concepts	Science Concepts
March 28 - April 1		
The consumer in the American economy		
Economics and the consumer	money	
American economic system		
Decision making by consumers		
April 4-8		
Managing income		
budgeting and financial planning	percent	
savings programs		
investments		
FHA/HERO		
field trips to Citizens National Bank		
April 11-15		
Credit		
use of credit		
installment buying		
borrowing money		
April 18-22		
Principles of buying		
planning to purchase		
advertising		
labels as buying guides	weights-measures	
brands and testing services		
April 25-29		
Insurance programs		
life insurance		
health insurance		
social security		
property insurance		
FHA/HERO		
Speaker: Nationwide Insurance Company		

RELATED CLASS
GROUP INSTRUCTION

Title: CONSUMER ECONOMICS
Date: March 28 - May 24

JR ____
SR __X__

Hours of Instruction:

Common Knowledge	Math Concepts	Science Concepts
May 2-6 Housing rent or buy choosing a home home ownership FHA/HERO interview of local realtor about homes, apartments, lease and rental agreements		
May 9-13 Consumer law contracts and negotiable instruments buying goods and services laws and legal services		
May 16-20 Role of government government aids for consumers-Government Services-and taxes American system of taxation taxes and the consumer		
May 23-24 FHA/HERO Workshop: Assemble nursery school children's growth record books		

COORDINATION
OF
LABORATORY JOB STATIONS
AND
INDIVIDUALIZED RELATED CLASS

B. Laboratory and Individualized Related Class Coordination

The technical content corresponding to the laboratory/field experience job stations is taught through individualized instruction. Students are assigned to a laboratory job station and receive instructional packets which relate to the skills to be developed at that station.

During and at the end of an assignment at a job station, students are evaluated on their performance and completion of the accompanying instructional packet. They are then assigned to the next job station and receive a new packet related to it.

LABORATORY

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR X

No. of Laboratories: 40 sessions @ 3 hours each = 120 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Conduct routine classroom activities	attendance records other records clock pencil or pen American flag	
2. Distribute and collect lesson materials	lesson materials (specific to day)	
3. Check to see that children are following directions		
4. Tell stories or read to children	books flannel board characters for flannel board puppets	
5. Listen to children read	copy of text, etc.	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR X

No. of Individualized Related Class Sessions: 40 @ 1 hour each = 40 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Classroom routines opening procedures attendance records collection of monies Pledge of Allegiance schedule of activities restroom breaks recesses lunch break	counting adding subtracting	
Lessons and materials sources of activities sequence of activities		
Teacher's directions to children verbal written teacher's objectives		
Methods of storytelling reading from a book flannel board with characters puppets creative dramatization		Principles of Development 4,5,6,7 (pg. 58)
Approaches to teaching reading basic phonetic approaches the phonovisual method individualized approach early-reading approaches		Principles of Development 1 - 8 (pg. 58)

LABORATORY

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR __X__

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
6. Listen to children read	flash cards charts etc.	
7. Help children with alphabet and word attack skills	flash cards charts etc.	
8. Help children with the basic writing skills	paper (ruled for grade level) pencil eraser	
9. Help children with counting and basic math computations	paper (ruled for grade level) special worksheets pencil/eraser ruler counting discs etc.	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Facilitating reading skills linking words with conceptual experience linking sounds heard and spoken linking sounds with symbols identification to reading		discrimination auditory visual
Alphabet symbols and sounds consonants vowels blends or clusters		Principles of Development 1 - 8 (pg. 58)
Basic word formations rules exceptions special tricks		
Writing alphabet symbols and words manuscript formation of: letters circles lines cursive formation of letter spacing: vertical horizontal position of pencil or pen	geometric shapes	Principles of Development 1 - 8 (pg. 58)
Number concepts for children cardinal numbers ordinal numbers comparison of numbers pairing or matching sets subsets comparison of sets conservation of quantity		Principles of Development 1 - 8 (pg. 58)

LABORATORY

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR __X__

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
10. Care for a small group of children while the teacher is busy with other children in another activity	as specified by the activity	as specified by the activity
11. Tutor individual children	as specified by the activity	as specified by the activity
12. Set up machines designed for individual instruction	equipment specific to individual job stations	use caution in dealing with electrical equipment and outlets; alert children
13. Help children learn to use machines designed for individual instruction		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ___
SR _X_

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Basic math computations addition subtraction multiplication division	addition subtraction multiplication division	Principles of Development 1 - 8 (pg. 58)
Group dynamics techniques small groups large groups		Principles of Development 4,5,6 (pg. 58)
Tutoring who? how? goals skill-building exploration independence or self-help		Principles of Development 1 - 8 (pg. 58)
Resource equipment: function tape recorders individual viewers typewriters other specific to area operation set-up use minor repairs storage location in classroom special requirements	note: this section applies to equipment specific to the individual's job stations	

LABORATORY

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
14. Supervise clean-up chores	dust cloth cleaning agents bucket water cloths and/or sponges mops brooms etc.	watch for spills causing slippery spots on floors take care in use of cleaning agents near children store properly
15. Assist children with dressing difficulties	clothing for practice	
	weather chart flannel board cut-outs of clothes etc.	
16. Help supervise recess	chalk balls jump-ropes special supplies for games and/or sports	watch to see that children use play materials and equipment in appropriate ways
17. Help children use toys, games or play equipment		
18. Help organize, supervise or referee educational or recreational games	first aid kit	see that equipment is in good repair

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Maintenance and Sanitation location of storage for materials and supplies within the classroom outside the classroom cleaning agents use safety with children maintenance procedures sanitation	measuring	chemical reactions of cleaning agents
Skills necessary for self-care in dressing buttons zippers ties laces buckles, clasps, hooks, snaps		Principles of Development 1,2,8 (pg. 58)
Choosing proper clothing for weather conditions		
Care of clothing at school		
Play activities for school-age children playground activities equipment and supplies games indoor outdoor rules and limits safety first aid procedure for emergency		Principles of Development 1 - 8 (pg. 58)

LABORATORY

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ___
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
19. Settle quarrels during play and help children learn to share		if possible, control the material, not the child
20. Model and emphasize good conduct and manners		
21. Assist teacher on field trips		keep children together in group to avoid losing someone Emphasize safety practices applicable to the situation

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Growth and development of children 6-12 years interests behavior characteristics physical characteristics motor skills large small social characteristics social skills intellectual characteristics and capabilities curiosity imagination creative expression attention span memory concept development emotional characteristics stumbling blocks (common problems) special needs		Principles of Development 1 - 8 (pg. 58)
Etiquette manners eating speaking general behavior helpful rules or tips		
Field Trips interests of children curriculum oriented resources school community organization preparation guidance the experience follow-up activities evaluation of trip		Principles of Development 4,5 (pg. 58)

LABORATORY

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR X
SR ____

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
22. Operate filmstrip projectors, 16mm projectors, tape recorders and individual viewers	filmstrip film tape projectors and recorders etc.	watch location of cords and plugs to avoid shock or tripping
23. Gather supplemental books and materials for teacher and class	books assorted other materials as specified	
24. Display children's work	paper chalk pencil markers crayons boxes poster board tape stapler/staples scissors blank flash cards patterns (if needed) stencils (if needed)	
26. Prepare materials for art, science and special projects	as specified by activity	as specified by activity

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ELEMENTARY TEACHER AIDE

Duty: Assist the Elementary School Teacher

JR ____

SR X

No. of Individualized Related Class Sessions: ____

Rotation: First

Technical Content	Math Concepts	Science Concepts
Operation of audio-visual equipment (covered in the orientation period as common knowledge)		
Books and materials for school-age children resources libraries public school museums business and supply houses equipment companies children's homes etc. storage of books and materials		
Displays and visual-aids bulletin boards charts flash cards posters dioramas table displays construction methods materials equipment lettering	proportion dimension measuring	color shape texture figure-ground
Supplies and materials for art paint paste string paper brushes glue storage of supplies inventory of supplies preparation of mixtures	measuring	Principles of Development 4,5 (pg. 58) as specified by activity

LABORATORY

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR __X__

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
27. Run errands for the teacher		
28. Type and duplicate instructional materials	instructional material ditto or stencil paper	
29. Help check children's work	marking pen or pencil grade book seals, stamps, etc.	
30. Collect milk, lunch, movie, picture, and other minor monies	records for monies cash box or bank envelope change (if needed) receipt book pen or pencil	
31. Check out books, supplies, recreational and special equipment	cards records pen or pencil other as specified	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ELEMENTARY TEACHER AIDE
Duty: Assist the Elementary School Teacher

JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Supplies and materials for science and special projects tools and/or small equipment chemicals storage of supplies inventory of supplies etc.	as specified by activity	as specified by activity
Typing and duplication of materials (covered in the orientation period as common knowledge)		
Grading and marking procedures general directions specific instructions by teacher		
Collection of monies, etc. (covered in the orientation period as common knowledge)		
Recordkeeping and filing (covered in the orientation period as common knowledge)		

LABORATORY

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines

JR ____
SR __X__

No. of Laboratories: 40 sessions @ 3 hours each = 120 hours
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Observe and write descriptions of exceptional children	paper pencil or pen eraser	
2. Assist exceptional children with alphabet and word attack skills	flash cards letter sets paper pencil flannel board characters chalkboard/chalk charts posters other as specified	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines
JR ____
SR _X_

No. of Individualized Related Class Sessions: 40 @ 1 hours each = 40 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Definition of exceptional children		
Categories of exceptional children		Principles of Development 1 - 8 (pg. 58)
gifted	"IQ" calculation	
mentally retarded	"IQ" calculation	congenital anomalies
emotionally maladjusted		
socially maladjusted		
deaf or hearing impaired		
blind or partially sighted		
child with impaired speech		
physical handicaps and orthopedic conditions		
special health problems		
Degrees of conditions		
Combinations of conditions (multi-handicapped)		
Individual differences		
Early detection and intervention		
medical		
educational		
Alphabet		Principles of Development 1 - 8 (pg. 58)
Identifying the alphabet		
upper case		
lower case		
manuscript letters		
cursive letters		
matching upper and lower cases		
Alphabetizing		
Identifying consonants and vowels		
Word attack skills		
initial, final and middle consonant sounds		
long and short vowel sounds		

LABORATORY

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines

JR ____
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
3. Assist exceptional children with basic number concepts	charts posters flash cards counters paper pencil stencils flannel board characters chalkboard/chalk ruler	
4. Read to exceptional children	book or story flannel board characters pictures puppets	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines
JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Identifying silent letters compound words root words prefixes rhyming words		
Basic math concepts for exceptional children terms denoting size/ comparison—relationships of two objects terms denoting size/ comparison—relationships of three objects terms denoting quantity/ comparison relationships terms denoting position/ location relationships geometric terms and forms count by rote cardinal numbers	all of these	Principles of Development 1 - 8 (pg. 58)
Techniques of storytelling for exceptional children reading from a book gestures change in tone of voice flannel board and characters puppetry creative dramatization special techniques special problems		

LABORATORY

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines

JR ____
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
5. Help reduce the number of auditory and visual distractions in the classroom	portable carrels other as specified	
6. Redirect children to appropriate activities within the classroom and on the playground		
7. Assist exceptional children with activities to increase attention span	variety of materials to make sounds bells drums etc. flash cards posters post cards pictures tray with variety of objects cards with designs other as specified by teacher or program	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE

Duty: Assist Exceptional Children with Activities and Routines

JR _____

SR X

No. of Individualized Related Class Sessions:

Rotation: First

Technical Content	Math Concepts	Science Concepts
Stimulation auditory visual		
Distractibility—short attention span definition educational intervention redirection of child limitation of work time strategic use of color repetition of directions exercises and games		Principles of Development 4,5,6,7 (pg. 58)
Child management special techniques positive reinforcement behavior analysis shaping modeling		Principles of Development 4,5,6,7 (pg. 58)
Components of intelligence reasoning memory attention span imagination curiosity perception Learning theory S----R classical conditioning Importance of attention span games and exercises to increase visual memory increase auditory memory		Principles of Development I - 8 (pg. 58)

LABORATORY

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines
JR ____
SR __X__

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
8. Assist exceptional children with activities to improve small muscle coordination	small blocks	watch that small items do not fall on the floor
	stacking rings	
	pounding bench	
	beads and laces	
	hammer and nail sets	
	lacing cards	
	clay	
	crayons and paper	
	fingerpaint	watch for spills on floor
	other as specified	
9. Assist exceptional children with musical activities	records	consider limitations of children for some of the activities
	instruments	
	recording of sounds	
	flannel board	
	visual aids	
	pictures	
	songs	
	fingerplays	
	games	
	exercises	
	creative movement	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines
JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Fine motor control small muscle groups eye/hand coordination kinesthetic feedback		Principles of Development 1 - 8 (pg. 58)
Movements involving fine muscle control swiping reaching grasping pinching hitting throwing etc.		
Importance of gross to fine development of motor skills		
Activities to achieve precision and coordination of muscular responses		
Purposes and function of music—exceptional children		Principles of Development 1 - 8 (pg. 58)
Selection of appropriate songs and activities for exceptional children needs of children interests of children capabilities of children		
Use of visual aids in music types construction techniques		
Resources of songs and activities for exceptional children		

LABORATORY

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines

JR ____
SR __X__

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
10. Assist exceptional children with science activities	plants seeds soil water foods animals models (of the body) thermometer texture squares batteries wires light bulb beakers test tubes other as specified	wear protective clothing if necessary eliminate obvious safety hazards have rules for what children will do and what teacher will do store chemicals, etc. according to safe procedures
11. Utilize equipment to assist exceptional children with large motor skills	balance beam walking board balance board scooter board trampoline mirrors rocking board indoor play gym crawl through play cubes and tunnels doll buggy hollow blocks ring toss other as specified	consider children's limitations in regard to some activities

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines
JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Purposes and function of science for exceptional children		Principles of Development 1 - 8 (pg. 58)
Selection of science activities for exceptional children needs interests capabilities		
Categories of science activities for exceptional children life science physical environment health and safety		
Resources of science activities for exceptional children		
Gross motor coordination large muscle groups relationship of body to space efficient movement		Principles of Development 1 - 8 (pg. 58)
Movements involving large muscle control creeping crawling standing climbing bending walking jumping hopping skipping etc.		
Equipment and training exercises balance beam balance board trampoline full length mirror etc.		

LABORATORY

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines

JR X
SR ____

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
12. Assist exceptional children with games	as specified by activity	as specified by activity
13. Assist exceptional children with eating	eating utensils food napkins plate glass cup	check temperature of foods try to avoid spills onto floor
14. Assist exceptional children with self-dressing skills	lacing boot button board dress-me dolls button, snap, cube clothing for practice	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
Duty: Assist Exceptional Children with Activities and Routines

JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Activities to improve gross motor development in exceptional children—games indoor outdoor active quiet		
Resources of gross motor activities for exceptional children		
Social studies for exceptional children—identity of self		Principles of Development 1 - 8 (pg. 58)
Skills necessary for self-care at mealtime appropriate manners use of utensils table setting clean-up food preparation		
Skills necessary for self-care in dressing buttons zippers ties laces buckles, clasps, hooks appropriate clothing care of clothing		
Techniques for helping exceptional children with eating and dressing		

LABORATORY

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE

Duty: Assist Exceptional Children with Activities and Routines

JR ____
SR _X_

No. of Laboratories:

Rotation: First

Task Statement	Materials/Supplies	Safety
15. Assist exceptional children with toileting needs		
16. Help maintain the appearance of the classroom	cleaning agents water cloths or sponges bucket mop vacuum cleaner broom	store cleaning agents and supplies safely away from children wear protective clothing if necessary

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE
JR ____
Duty: Assist Exceptional Children with Activities and Routines
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Toileting problems of exceptional children physical limitations special equipment Techniques for helping exceptional children with toileting needs		Principles of Development I - 8 (pg. 58)
Maintenance of classroom areas storage techniques organized centers within the classroom techniques for encouraging children's help supplies and equipment for cleaning techniques used in cleaning special equipment techniques of sanitizing equipment	measuring	chemical reactions of cleaning agents

LABORATORY

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ____
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
1. Bathe infants	sink or basin towels washcloth soap cotton balls shampoo lotion cream oil container for soiled clothing clean clothing water	temperature of room and water should be carefully regulated Use approved method if holding infants Constant supervision is required for infants
2. Clothe infants	diaper plastic pants shirt kimono nightgown booties blanket dresses, playsuits, etc. outer wear	constant supervision of infants is required be careful of pins
3. Prepare formula	formula or milk other additives as prescribed tongs sterilizer or large pan with lid boiling water	use caution in handling hot liquid or container

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ____
SR X

No. of Individualized Related Class Sessions: 40 @ 1 hour each = 40 hours
Rotation: First

Technical Content	Math Concepts	Science Concepts
Bathing procedures preparation of the room types of supplies and equipment characteristics of infant's development common infant allergies steps in sponge bathing infants steps in tub bathing infants safety precautions and considerations concepts infants learn through bath time		Principles of Development 1 - 8 (pg. 58)
Needs for clothing physical social Types of under and outer garments Selection of clothing for infant's comfort and ease of care Techniques of dressing Safety precautions and considerations		

LABORATORY

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ____
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
4. Prepare the environment for safe use crib area crawling area dressing-bathing area feeding area	bedding supplies toys walkers swings seats materials as outlined for dressing, bathing, and feeding areas	use approved equipment in good repair infants require close supervision and constant supervision
5. Clean and sanitize supplies and equipment used by or for infants	disinfectant soap detergent cleaning agents buckets water cloths sponges mops	store supplies, etc. away from infants
	soap detergent bleach other laundry additives washer dryer fabric softener	store supplies away from infants

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ____
SR __X__

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Needs of infants sleep activity comfort and care food		
Appropriate bedding, toys, bathing and feeding supplies		Principles of Development 1 - 8 (pg. 58)
Atmosphere of room sound lighting color temperature air		
Safety considerations		
Sanitation of equipment non-linen supplies principles of sanitation safety in choice and use of cleaners suitability of cleaners to surfaces procedures for disinfecting glass, wood, plastic, metal non-machine washable fabrics	measuring	chemical reactions of cleaning agents
Sanitation of clothing and washable linen principles of sanitation types of disinfectants and washing supplies requirements of different fabric and washing problems procedures for disinfecting bed linens baby clothing furnishings	measuring	chemical reactions of cleaning agents

LABORATORY

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ___
SR _X_

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
6. Store supplies and equipment		
7. Change infant's diapers	table or surface clean diaper washcloth or wipe lotions creams diaper rash preparation pins protective pants container for soiled diaper	pins supervision application of powders, oils, etc.
8. Feed infants	bottle dish spoon solid food pan or bottle warmer bib cloth for spills lap, infant seat or high chair burp cloth	choking supervision

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Storage of infant supplies		
principles of sanitation in storage		
types of storage		
storage plans to save time and energy		
storage requirements for		
food supplies		
baby cosmetics		
bathing supplies		
diapering supplies		
clothing		
bedding		
toys		
Types of diapers and protective pants		
Signs of need for changing		
Safety precautions		
Procedures for diapering		
Methods and products for cleansing infant's skin		
Diaper rash preparations		chemical breakdown of urine
Principles of sanitation		
Nutritional needs of infants		
Relationship of stage of development to food needs		
Signs of hunger		
Appropriate foods		
Allergies to food		
Methods of feeding		
Supplies and equipment		
Principles of sanitation and hygiene		
Common feeding problems		
Physical contact		

LABORATORY

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
9. Prepare formulas	bottles nipples caps and covers measuring cups measuring spoons stirring spoon can of dry or liquid formula concentrate	
10. Make home-made toys from simple patterns and household articles	scraps of fabric soft filling needle thread milk cartons "Legg" eggs empty spools of thread shoe laces	caution of small parts in infant's toys
11. Assist older infant with self-help skills toileting eating walking	potty seat or chair training pants unbreakable dishes cup training fork and spoon walker push toys special shoes others	supervision necessary for older infants

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ____
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Techniques of formula and food preparation Principles of sterilization Supplies and equipment Storage of formula and food	measuring dividing	control of bacteria
Home-made toys for infants resources and materials simple patterns safety considerations and precautions stage of development of infant interests capabilities		Principles of Development 1 - 8 (pg. 58)
Characteristics of the toddler physical social emotional intellectual		
Need for independence and exploration of self-help skills toileting eating walking		
Toilet training methods equipment		
Foods for toddler finger foods utensils methods to encourage self feeding		

LABORATORY

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR ____
SR X

No. of Laboratories:
Rotation: First

Task Statement	Materials/Supplies	Safety
12. Select toys and experiences	toys clothing finger foods	
13. Select toys and experiences to stimulate the infant's vocalization		
14. Talk with the infant to stimulate vocalization		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: INFANT CARE AIDE
Duty: Care for Infants

JR
SR X

No. of Individualized Related Class Sessions:
Rotation: First

Technical Content	Math Concepts	Science Concepts
Suitable activities for infant growth and development of the infant		Principles of Development 1 - 8 (pg. 58)
Needs for activity and stimulation		reflex reactions of infants
Types of supplies and equipment		
Techniques for infant stimulation		
Concepts taught through different activities social physical emotional intellectual		
Signs of deprivation		
Language development in the infant, toddler and child reflex sounds babbling-experimentation copying word using-naming phrases sentences logical sequencing of sentences		Principles of Development 1 - 8 (pg. 58)
Types of language vocal graphic gesture		

LABORATORY

Job Station: HEAD TEACHER
Duty: Carry Out the Daily and Weekly Tasks of the Head Teacher

JR ____
SR X

No. of Laboratories: 8 sessions @ 3 hours each = 24 hours
Rotation:

Task Statement	Materials/Supplies	Safety
Daily Tasks		
1. Set up supplies for flatwork: drawing, coloring, painting and printing at the easel	aprons large paper paint	guard against spills
2. Show the initial use of tools and media for drawing, etc.	crayons chalk pencil	
3. Set up manipulative activity center with supplies and equipment	drying rack (if necessary) table toys as selected	
4. Supervise manipulative activities		
5. Lead children in musical activities	calendar	
6. Conduct and supervise activities to develop large muscles (swings)	props for music	
7. Clean tools, equipment and area		
Weekly Tasks		
8. Plan and develop a theme for a week in the nursery school	paper/pencil eraser	
9. Write the major objectives for the week	file cards (4 x 6) markers for coding	
10. Plan and prepare the nursery school schedule	paste tape	
11. Plan the food for the week	scissors	
12. Plan individual and group activities based upon the theme		
13. Prepare visual aids to be used with the theme		
14. Plan and assemble all supplies and equipment		
15. Plan for use of large equipment and its storage		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER
Duty: Carry Out the Daily and Weekly Tasks of the Head Teacher JR ___ SR X

No. of Individualized Related Class Sessions: 8 @ 1 hour each = 8 hours
Rotation:

Technical Content	Math Concepts	Science Concepts
Setting up the easel (review) equipment and materials used at the easel general guidelines in planning and supervising children's art activities		Principles of Development 1 - 8 (pg. 58)
Manipulative activities value of manipulative toys fine motor coordination eye/hand coordination selection of manipulative toys		Principles of Development 1 - 8 (pg. 58)
Music for children (review) values for children equipment and material used in music activities general guidelines for planning and conduction of music activities		Principles of Development 1 - 8 (pg. 58)
Program models instructional model discovery model elements of a program		
Goals and objectives define considerations in planning goals and objectives children's needs parents' input		
Teaching and learning strategies curriculum and theme		Principles of Development 1 - 8 (pg. 58)
Settings structured unstructured open		

LABORATORY

Job Station: HEAD TEACHER
Duty: Carry Out the Daily and Weekly Tasks of the Head Teacher

JR ____
SR X

No. of Laboratories:
Rotation:

Task Statement	Materials/Supplies	Safety
16. Set up play areas in the nursery school to accomplish objectives	supplies and equipment as needed for plan	
17. Prepare correspondence to go home with children regarding activities planned	ditto/pencil crayons/paper	
18. Supervise the nursery school and activities		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: HEAD TEACHER

Duty: Carry Out the Daily and Weekly Tasks of the Head Teacher

JR ____

SR X

No. of Individualized Related Class Sessions:

Rotation:

Technical Content	Math Concepts	Science Concepts
Routine-need for Schedule-use of		
Need for individual and group activities		
Equipment, materials and supplies use storage		
Utilization of space		
Activities for children concept formation play equipment use selection creative activities manipulative activities music and creative movement science activities		Principles of Development 1 - 8 (pg. 58)

LABORATORY

Job Station: STORY TEACHER A
Duty: Carry Out the Tasks of Story Teacher A

JR ____
SR __X__

No. of Laboratories: 8 sessions @ 3 hours each = 24 hours
Rotation:

Task Statement	Materials/Supplies	Safety
1. Set up literature area with supplies and equipment 2. Tell stories 3. Conduct and supervise dramatic play activities 4. Clean supplies, equipment and housekeeping area 5. Sanitize equipment, utensils and food preparation area	books flannel board characters flannel board chair others as needed	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORY TEACHER A
Duty: Carry Out the Tasks of Story Teacher A

JR ____
SR X

No. of Individualized Related Class Sessions: 8 @ 1 hour each = 8 hours
Rotation:

Technical Content	Math Concepts	Science Concepts
Stories and storytelling (review) supplies and equipment criteria for selection values of literature and stories methods of telling stories		Principles of Development 1 - 8 (pg. 58)
Housekeeping area (review) supplies and equipment dramatic play activities cleaning and storage of supplies and equipment		

LABORATORY

Job Station: ART TEACHER
Duty: Carry Out the Tasks of Art Teacher

JR ____
SR X

No. of Laboratories: 8 sessions @ 3 hours each = 24 hours
Rotation:

Task Statement	Materials/Supplies	Safety
1. Set up supplies for flatwork: drawing, coloring, painting and printing 2. Show the initial use of tools and media for drawing, etc. 3. Set up area for modeling with supplies and equipment 4. Conduct a three-dimensional project 5. Prepare food for children 6. Conduct and supervise activities to develop large muscles (climber) 7. Clean tools, equipment and area	paper paste paint scissors glue crayons markers aprons rack chalk clay others as needed	use caution to avoid spills, falls, etc.

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: ART TEACHER
Duty: Carry Out Tasks of Art Teacher

JR ____
SR X

No. of Individualized Related Class Sessions: 8 @ 1 hour each = 8 hours
Rotation:

Technical Content	Math Concepts	Science Concepts
Creative Arts (review) flatwork modeling cooking crafts supplies and equipment general guidelines for planning and conducting art activities cleaning and storage of materials and equipment	measuring	Principles of Development 1 - 8 (pg. 58)

LABORATORY

Job Station: STORY TEACHER B
Duty: Carry Out the Tasks of Story Teacher B

JR ____
SR _X_

No. of Laboratories: 8 sessions @ 3 hours each = 24 hours
Rotation:

Task Statement	Materials/Supplies	Safety
1. Set up literature area with supplies and equipment 2. Tell stories 3. Set up the block area with supplies and equipment 4. Conduct and/or supervise block area activities 5. Clean supplies, equipment and block area 6. Sanitize equipment, utensils and food preparation area	books flannel board characters flannel board chair others as needed	

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: STORY TEACHER B
Duty: Carry Out the Tasks of Story Teacher B

JR ____
SR _X_

No. of Individualized Related Class Sessions: 8 @ 1 hour each = 8 hours
Rotation:

Technical Content	Math Concepts	Science Concepts
Block area (review) supplies and equipment criteria for selection techniques to stimulate play with blocks cleaning and storage of materials and equipment Woodworking (review) activities for woodworking use of tools and equipment cleaning and storage of materials and equipment		Principles of Development 1 - 8 (pg. 58)

LABORATORY

Job Station: LEARNING CORNER TEACHER
Duty: Carry Out the Tasks of Learning Corner Teacher
JR ____
SR X

No. of Laboratories: 8 sessions @ 3 hours each = 24 hours
Rotation:

Task Statement	Materials/Supplies	Safety
1. Set up language area with supplies and equipment		
2. Conduct planned and/or spontaneous language activities with children		
3. Set up math area with supplies and equipment		
4. Conduct an activity about numbers, counting, symbols, etc.		
5. Set up a science area with supplies and equipment		
6. Conduct an activity about plants, animals, etc.		
7. Greet children upon arrival		
8. Keep attendance records		
9. Set up the eating area		
10. Serve the food to children		
11. Conduct and supervise activities to develop large muscles (wheel toys)		
12. Clean tools, equipment and the learning corner area		

RELATED CLASS
INDIVIDUALIZED INSTRUCTION

Job Station: LEARNING CORNER TEACHER
Duty: Carry Out the Tasks of Learning Corner Teacher

JR ____
SR X

No. of Individualized Related Class Sessions: 8 @ 1 hour each = 8 hours
Rotation:

Technical Content	Math Concepts	Science Concepts
Language activities (review)		
techniques of planning and conducting language activities		
cultural patterns in language use		
techniques of working with groups and individuals		
Pre-math activities (review)		
types of activities		
general guidelines for planning and conducting math activities		
materials and equipment		
Science activities (review)		
materials and equipment		
types of science activities		
techniques in conducting science activities		
cleaning and storage of materials and equipment		

EVALUATION

Definitions:

Formative Evaluation: An appraisal process designed to determine if a student is progressing satisfactorily.

Intermediate and Summative Evaluations: Appraisal processes designed to determine the degree to which a student has accomplished the behavioral objectives of the program.

DAILY EVALUATION

Daily evaluations are required by the MAJVS Board of Education as outlined in the following policy. This is a minimum grading system. Teachers who desire to use a more stringent grading system providing for a daily grade may do so.

MINIMUM DAILY REQUIRED GRADE

1. Each day a student is present in a class or laboratory, the teacher shall record a grade 1 (low) - 10 (high) according to the student's performance for the day.

2. If a student is absent for any reason, the teacher will record a zero.

3. Should the student be tardy to class, 5 is the maximum grade for the class or lab missed.

4. The student who has an excused absence, such as a doctor's appointment with a pink slip returned the day after the absence with the doctor's signature and time of visit, will receive the average daily grade for the other days present in place of the zero. Likewise, a student with a tardiness excused by the supervisor would not be penalized grade-wise for the portion of the class missed and would be allowed to make up any work missed. Should the student fail to bring in the pink slip properly signed the day following the excused absence, the zero will stand. The student will be allowed to make up a test or quiz only if the pink slip is returned.

5. At the end of the week, the grades for related and lab work are totaled and recorded.

Examples: REL - Related Class LAB - Laboratory

		M	T	W	T	F	Total	Weekly Average
John Q. Perfect	REL	10	10	10	10	10	50	100
	LAB	10	10	10	10	10	50	
George Unexcused (Absent ½ day unexc.)	REL	0	8	7	9	9	33	77
	LAB	8	9	10	8	9	44	
Thelma Tardy (Tardy 3 days/week)	REL	5	9	8	5	5	32	74
	LAB	10	8	9	7	8	42	
Andy Absent (Absent 2 days unexc.)	REL	0	8	9	9	0	26	51
	LAB	0	7	10	8	0	25	
Patty Average	REL	9	8	8	9	9	43	89
	LAB	9	10	8	10	9	46	

The following example shows the effect of non-attendance on the weekly points of Patty Average:

		M	T	W	T	F	Total	Weekly Average
PATTY AVERAGE Perfect Attendance	REL	9	8	8	9	9	43	89
	LAB	9	10	8	10	9	46	
Tardy	REL	5	8	8	9	9	39	85
	LAB	9	10	8	10	9	46	
Absent 1 day/week	REL	0	8	8	9	9	34	71
	LAB	0	10	8	10	9	37	
Absent 2 days/week	REL	0	8	8	9	0	25	53
	LAB	0	10	8	10	0	28	

I. RELATED CLASS GRADING CRITERIA

Formative Evaluation: The daily related class grade is based upon the criteria as submitted on page 264.

A. Evaluation of the Technical Knowledge Portion of Related Class

1. Intermediate Evaluation: Students are evaluated on their performance in completing individualized instruction packets—specifically by:
    a. their answers to the question asked in the packets
    b. the completion of packet activities
2. Summative Evaluation: Students are evaluated by means of paper and pencil tests upon completion of each packet.

B. Evaluation of the Common Knowledge Portion of Related Class

1. Intermediate Evaluation: Students are evaluated by means of paper and pencil quizzes, worksheets, and instructor's observations.
2. Summative Evaluation: Students are evaluated by means of paper and pencil tests upon completion of the subject area.

RELATED CLASS GRADING CRITERIA

Junior-Senior Child Care Services

10 points = works quietly and independently on assignments; participates fully in class discussions and activities; takes initiative to do extra work when necessary

9 points = works quietly and independently on assignments; participates fully in class discussions and activities

8 points = works quietly and independently on assignments most of the time; participates in the class discussions and activities

7 points = works quietly with supervision; participates somewhat in class discussions and activities

6 points = completes a limited amount of work on assignments under close supervision; participates in class discussions and activities only when specifically called upon

5 points = maximum number of points possible if late to class; or must be constantly reminded to keep attention on class assignments, discussions, and activities

4 points = even with constant supervision, student fails to complete assignments, scheduled activities, or participate in class discussions

3 points = unwilling to work on assignments or participate in class discussions or activities

2 points = will not work or take directions from instructor

1 point = disruptive

0 points = absent or suspended

II. LABORATORY GRADING CRITERIA

Formative Evaluation

Students are evaluated daily on their performance of tasks associated with the duty area to which they are assigned. The instructor or cooperating teacher, in the case of students assigned to field experience stations, marks a number grade for the performance of each task within that duty for each day the student is assigned performance charts for each duty area follow this page. On each chart the tasks are listed in order of performance when possible. Criteria for grading the performance of each task is as follows:

5 points = excellent; can perform task with no error

4 points = above average; can perform task at 90% accuracy

3 points = acceptable; can perform task at 80% accuracy

2 points = needs practice; performs the task at 60% accuracy

1 point = has difficulty performing the task at 50% accuracy

0 points = cannot perform the task

Intermediate and Summative Evaluation

The intermediate and summative evaluations are based upon a compilation of the daily grades from the performance charts. This plus the observations of the student by the instructor or the comments of the cooperating teacher is the basis of a final grade for the period.

LABORATORY PERFORMANCE CHARTS

Junior Program

Job Station: ART TEACHER

Duty: Supervise Children in Creative Arts Area

	DATE																			
FLATWORK																				
1. Set up supplies for flatwork																				
2. Make water & soap based paints																				
3. Make starch based paints																				
4. Make fixatives																				
5. Show initial use of tools & media for																				
a. coloring																				
b. painting																				
c. printing																				
6. Clean supplies and equipment																				
7. Store supplies and equipment																				
MODELING																				
1. Make modeling doughs and clays																				
2. Set up area for modeling with supplies and equipment																				
3. Show initial use of tools and modeling materials																				
4. Clean equipment and area																				
5. Store media supplies & equipment																				
3-DIMENSIONAL																				
1. Set up area with supplies and equipment																				
2. Conduct a 3-dimensional project																				
3. Make simple pastes																				
4. Show initial use of supplies and tools																				
5. Clean tools, equipment and area																				
6. Store supplies, tools and equipment																				

Job Station: ART (CONTINUED) Duty: Supervise Children in Active Play Areas	DATE																			
1. Set up active play area with supplies and equipment																				
2. Conduct and supervise specific activities to develop large muscles																				
3. Clean supplies and equipment																				
4. Repair equipment																				
5. Store supplies and equipment																				

Job Station: TABLE ACTIVITIES AREA TEACHER **Duty:** Supervise Children in Table Activities Area	DATE																			
1. Set up manipulative activity center with supplies-equipment																				
2. Supervise manipulative activity																				
3. Clean supplies-equipment																				
4. Repair manipulative equipment																				
5. Store manipulative supplies and equipment																				
Duty: Supervise Children in Sand/Water Area																				
1. Set up sand and water area with supplies and equipment																				
2. Conduct math activity using sand and/or water																				
3. Conduct science activity with sand and/or water																				
4. Supervise sand and water play																				
5. Clean up sand & water area																				
6. Store tools and equipment																				
7. Repair tools and equipment																				
Duty: Assist Children with Toileting																				
1. Stock restroom with supplies																				
2. Show child initial toilet routines																				
3. Show child how to operate clothing fasteners																				
4. Conduct personal hygiene activity in using the restroom																				
5. Sanitize the restroom & fixtures																				
6. Store equipment & supplies																				

Job Station: MUSIC TEACHER Duty: Supervise or Direct Children in Music Activities	DATE																			
1. Set up music area/instruments																				
2. Set up music area/equipment																				
3. Show initial use of percussion																				
4. Show initial use of string																				
5. Lead children in musical listening activity																				
6. Lead children-singing simple songs																				
7. Lead children-singing and chanting games																				
8. Lead children in action songs																				
9. Lead children in musical dramas or mime																				
10. Clean instruments, equipment & musical area																				
11. Repair instruments & equipment																				
12. Store instruments & equipment																				
Duty: Supervise Children in Carpentry Activities																				
1. Set up carpentry area																				
2. Conduct wood working activities																				
3. Show initial use of tools-equipment																				
4. Supervise carpentry activities																				
5. Clean tools, area and equipment																				
6. Repair tools and equipment																				
7. Store supplies and equipment																				

Job Station: STORY TEACHERS A AND B Duty: Supervise Children in Literature Activities	DATE																		
1. Set up literature area																			
2. Tell stories: prose, poem, and rhyme																			
3. Tell story: pictures, book, magazine, art work, photography																			
4. Tell story with projecting devices																			
5. Tell story with puppets																			
6. Tell story with flannel board																			
7. Tell story with chalkboard																			
8. Tell story accompanied by children																			
9. Read story: prose, poem, rhyme																			
10. Clean supplies, equipment, area																			
11. Repair supplies and equipment																			
12. Store supplies and equipment																			
Duty: Supervise Children in Housekeeping Area																			
1. Set up housekeeping area with props, supplies and equipment																			
2. Conduct and supervise dramatic play activities																			
3. Clean supplies and equipment																			
4. Store supplies, tools and equipment																			

Job Station: STORY TEACHERS A AND B Duty: Supervise Children in Language Activities	DATE																			
1. Set up with supplies-equipment																				
2. Talk with children																				
3. Correct errors in grammar and/or pronounciation																				
4. Conduct language activity: planned and spontaneous																				
5. Clean equipment and supplies																				
6. Repair supplies and equipment																				
7. Store supplies and equipment																				
Duty: Supervise Children in Block Area																				
1. Set up block area with supplies & equipment																				
2. Conduct and supervise block area activities																				
3. Clean equipment & supplies and block area																				
4. Store supplies, equipment, blocks																				

Job Station: SPECIAL ASSIGNMENT Duty: Supervise Children in Science Experiences	DATE																			
1. Set up science area with supplies																				
2. Set up science area with equipment																				
3. Conduct science activity-animals																				
4. Conduct science activity-plants																				
5. Conduct science activity-earth																				
6. Conduct science activity-water																				
7. Conduct science activity-heat																				
8. Conduct physics activity-tools																				
9. Condust a chemistry activity																				
10. Clean supplies-equipment																				
11. Store supplies and equipment																				
Duty: Supervise Children in Pre-Math Activities																				
1. Set up math area with supplies & equipment																				
2. Conduct a counting activity																				
3. Conduct a number symbol activity																				
4. Conduct a math activity-sets																				
5. Conduct an activity about "plus"																				
6. Conduct and activity about more or less than																				
7. Conduct an activity about times																				
8. Conduct an activity about geometric shapes																				
9. Conduct activity in measuring																				
10. Clean supplies, equipment and area																				
11. Repair supplies--equipment																				
12. Store supplies and equipment																				

Job Station: HEAD TEACHER Duty: Assist Children with Arrival & Departure	DATE																			
1. Greet children upon arrival																				
2. Assist with health check																				
3. Isolate sick child																				
4. Keep attendance records																				
5. Help child dress or undress																				
6. Help child enter activities																				
7. Dismiss child to parent or guardian																				
Duty: Assist in Health Care of Children																				
1. Treat minor injuries																				
2. Conduct a health activity on dental care																				
3. Conduct health activity on preventing spread of respiratory infections																				
4. Supervise children in emergency evacuation from room																				
5. Collect personal health data																				
6. Conduct health activity on washing and bathing																				

SUPPORTIVE ROUTINES Observation, Snacks, Rest	DATE																			
Observation: Assignment Summary																				
Snacks: 1. Stock kitchen with supplies																				
2. Practice habits of personal hygiene																				
3. Prepare food for children																				
4. Set up eating area																				
5. Serve food to children																				
6. Eat with children																				
7. Conduct an activity with food marking a special observance holiday or custom																				
8. Conduct a cooking activity with children																				
9. Store food																				
10. Sanitize equipment, utensils and area																				
11. Store supplies and equipment																				
Rest: 1. Set up area for rest																				
2. Conduct a naptime quiet activity																				
3. Clean supplies, equipment - rest area																				
4. Store equipment and supplies																				

PREPLANNING AND PREPARATION	DATE																			
1. Lesson plan																				
2. Assemble supplies																				
3. Group project																				
4. Individual Assignments																				

Laboratory Performance Charts

Senior Program

Job Station: ELEMENTARY TEACHER AIDE Duty: Assist the Elementary Teacher	DATE																			
1. Conduct routine activities																				
2. Distribute, collect lesson materials																				
3. Check that children are following directions																				
4. Tell stories or read to children																				
5. Listen to children read																				
6. Help children with alphabet and word attack skills																				
7. Help children with basic writing skills																				
8. Help with counting and basic math																				
9. Care for small group of children																				
10. Tutor individual children																				
11. Help children use programmed learning machines																				
12. Supervise clean-up chores																				
13. Assist with dressing children																				
14. Help supervise recess																				
15. Help organize, supervise, referee games																				
16. Help children use toys, games & play equipment																				
17. Settle quarrels during play																				
18. Model and emphasize acceptable conduct																				
19. Assist teacher on field trips																				
20. Operate projectors, recorders																				
21. Set up machines for individual use																				
22. Gather books, materials for teacher																				
23. Display children's work																				

Job Station: TEACHER AIDE (CONTINUED)	DATE																			
Duty:																				
24. Make visual aids																				
25. Prepare materials for art, science, special projects																				
26. Run errands for teacher																				
27. Type, duplicate instructional materials																				
28. Help check child's work																				
29. Collect minor monies																				
30. Check out books, supplies, and etc.																				

Job Station: EXCEPTIONAL CHILD PROGRAM AIDE Duty: Assist Exceptional Children with Activities and Routines	DATE																			
1. Assist with alphabet & word attack skills																				
2. Assist children with number concepts																				
3. Read to children																				
4. Help reduce auditory and visual distractions																				
5. Redirect children to appropriate activities in classroom and playground																				
6. Assist children with activities to increase attention span																				
7. Assist children with activities to improve small muscle and coordination																				
8. Assist with musical activity																				
9. Assist with science activity																				
10. Assist children with large motor skills																				
11. Assist with games																				
12. Assist with self-dressing skills																				
13. Assist with toileting needs																				
14. Assist with eating																				
15. Maintain the classroom																				

Job Station: INFANT CARE AIDE Duty: Care for Infants	DATE																			
1. Bathe infants																				
2. Clothe infants																				
3. Change infants diapers																				
4. Feed infants																				
5. Prepare formulas																				
6. Prepare environment for safe use																				
a. crib area																				
b. crawling area																				
c. dressing-bathing area																				
d. feeding area																				
7. Sanitize supplies, equipment used with infant																				
8. Store supplies and equipment																				
9. Talk with infant																				
10. Select toys and experiences to stimulate touch and feel																				
11. Select toys to stimulate vocalization																				
12. Make home-made toys																				
13. Assist older infants with self-help skills																				
a. toileting																				
b. eating																				
c. walking																				

Job Station: NURSERY SCHOOL TEACHER-HEAD TEACHER Duty: Carry Out Daily and Weekly Tasks of Head Teacher	DATE																			
A. Daily Tasks																				
1. Set up supplies - flatwork																				
2. Show use of tools, media for drawing																				
3. Set up manipulative center																				
4. Supervise manipulative activities																				
5. Lead children in musical activities																				
6. Supervise activities for large muscles (swings)																				
7. Clean tools, equipment and area																				
B. Weekly Tasks																				
1. Develop theme for nursery school																				
2. Write major objectives for week																				
3. Prepare nursery schedule																				
4. Plan food for week																				
5. Plan individual and group activities based on theme																				
6. Prepare visual aids for use with theme																				
7. Assemble supplies and equipment																				
8. Plan for large equipment use and storage																				
9. Set up play areas to accomplish objectives																				
10. Prepare correspondence to parents																				
11. Supervise nursery school assistants																				

Job Station: NURSERY SCHOOL TEACHER Duty: Carry Out Tasks of Story Teacher A - B	DATE																			
A. Story Teacher A																				
1. Set up literature area																				
2. Tell stories																				
3. Conduct & supervise dramatic play activities																				
4. Clean housekeeping area																				
5. Sanitize food preparation area																				
B. Story Teacher B																				
1. Set up literature area																				
2. Tell stories																				
3. Set up block area																				
4. Supervise block area activities																				
5. Clean block area																				
6. Sanitize food preparation area																				

Job Station: NURSERY SCHOOL TEACHER Duty: Carry Out Tasks of Art Teacher	DATE																			
1. Set up supplies for flatwork																				
2. Show initial use of tools and media for drawing																				
3. Set up area for modeling																				
4. Conduct three-dimensional project																				
5. Prepare food for children																				
6. Supervise activities to develop large muscles (climber)																				
7. Clean tools, equipment and area																				

Job Station: NURSERY SCHOOL TEACHER Duty: Carry Out the Tasks of the Learning Corner Teacher	DATE																			
1. Set up language area																				
2. Conduct planned and/or spontaneous language activities																				
or																				
1. Set up math area																				
2 Conduct activity about numbers, etc.																				
or																				
1. Set up science area																				
2. Conduct activity about plants and animals																				
and																				
3. Greet children on arrival																				
4. Keep attendance records																				
5. Set up eating area																				
6. Serve food to children																				
7. Supervise activities to develop large muscles (wheel toys)																				
8. Clean learning corner area																				

CHILD CARE SERVICES,

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